NEW SOUTH WALES
DEPARTMENT
OF EDUCATION
AND TRAINING

Connected Classroom Hardware User Guide

Version: 1.2
Date: December 2008

User Support
Call ICT Service Desk – 1800 338 483

Document Control

Date	Version	Initials	Comments	Reviewed By
22 August	V0.01	AC	Initial draft	MS, AC, BS, LH
8 September	V0.02		Revision	LH, AC
29 September	V0.03		Revision	MS, AC, BS
13 October	V0.04		Revision	AC
26 October	V0.05		Revision	GT
12 November	V1.0		Review	
15 November	V1.1		Update	
26 November	V1.2		Update	

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1 INTRODUCTION

Under the Connected Classrooms Program (CCP), one Interactive Classroom equipment suite is being installed in every NSW public school over a four year period.

This User Guide provides information and details on the features and functionality of the Interactive Classroom equipment suite being installed.

The Interactive Classroom equipment suite includes:

- Sanyo Data Projector & Remote Control
- Interactive White Board (IWB) Panaboard or SmartBoard
  - Activstudio - Lesson Creation Software
  - Bridgit – Data Collaboration & Content Sharing Software
- Audio Speakers for PC

- Cabinet:
  - Desktop Personal Computer (PC)
  - Active Hub (Rear of PC)
  - Codec – Tandberg 3000 MXP (used for Video conferencing)
  - Keyboard and Mouse (1 Standard and 1 Wireless set)
  - VoIP Phone (for system support only)
  - KVM Switch
  - Auxiliary Input Source (User Input Panel)
  - Video Splitter
  - AV Splitter
  - Local Area Network (LAN)
    - o HP Switch

- Video Conference System:
  - LCD Monitor with Speakers & Remote Control
  - Tandberg Remote Control
  - 2 Ceiling Microphones
  - 2 Cameras mounted Front and Rear of room

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2 How Does it Work

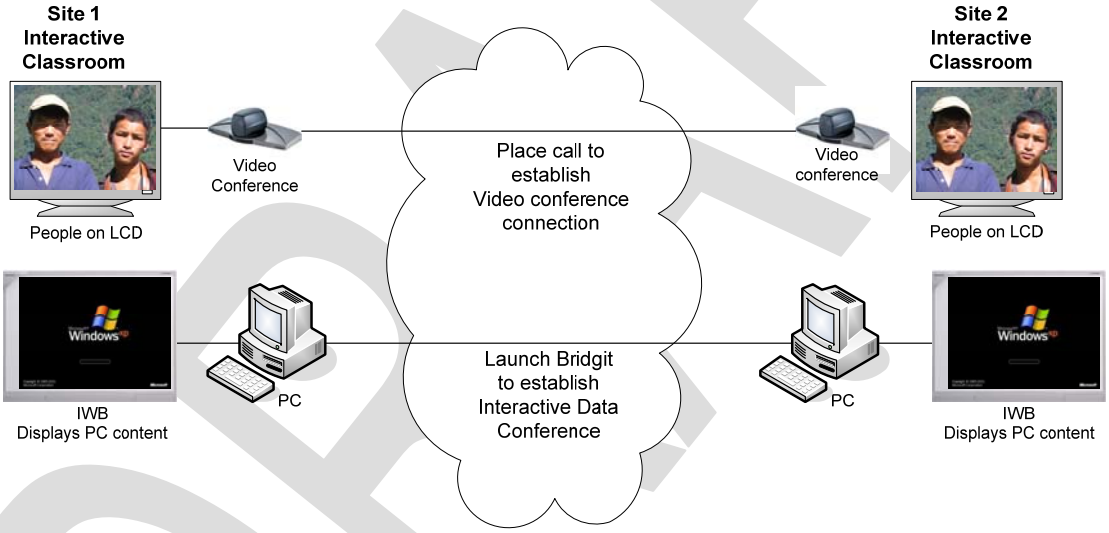
The Interactive Classroom equipment can be broadly broken into two categories:

- Video conferencing includes LCD monitor, Tandberg codec, cameras, and microphones.
  The video conference network is used to connect audio and video between the sites.
- IWB includes PC, projector, and IWB speakers.
  The PC content (data) is shared using the data conferencing system (currently Bridgit).

2.1 Interactive classrooms

2.1.1 Separate Connection – Preferred

When two or more interactive classrooms (or sites with similar capabilities) are connected, each system (video conference and Bridgit – for PC content sharing) should be launched separately. This ensures a higher quality for each component and allows interactivity for data, ie Site 2 can control the PC at Site 1.



A video conference call can be made without Bridgit content sharing and vice versa.

2.1.2 Combined Connection

The equipment being installed at schools within the Connected Classrooms program is consistent in type and functionality, however this is not necessarily the case outside of the Connected Classrooms program. Some sites for example may only have video conference facilities and maybe without IWB, PC or Bridgit capabilities).

In such cases the PC content can be shared using the video conferencing connection, however, the second site will not be able to control the PC (passive observer with no interactive capabilities) on the first site.

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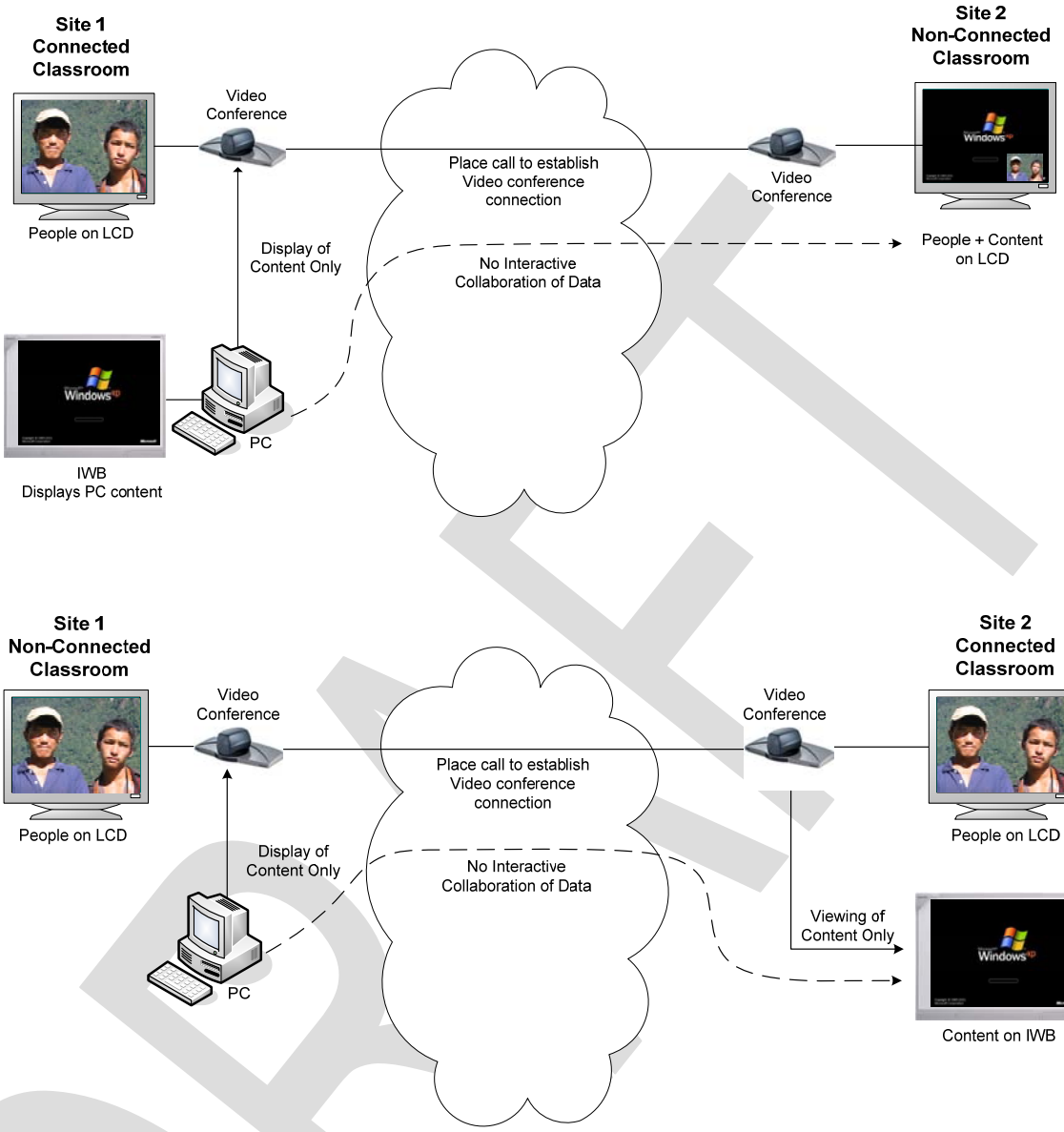

In the above situations, half of the bandwidth available for video conferencing is allocated to the content, reducing the quality of the video. The PC content is forced into a video image with lower resolution and with no interactive capabilities.

Modifications to the Connected Classroom

The interactive classroom is a tightly integrated system, any physical or configuration changes made without consulting the multimedia team (St Leonards office) will negatively impact the functionality of the system and render the system unable to be supported.

Some changes will affect teachers and students who use the modified classroom. Additionally, due to the connected nature of the services, some changes will cause problems for the other sites participating in the conference call. Audio is particularly vulnerable and changes made to your connected classroom could cause all the other participating sites to hear their own voices echoed back to them with a delay, resulting in an unsuccessful conference.

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3 HOW TO OPERATE

3.1 Video Conferencing

First ensure that the LCD monitor is turned on. (See section 5.3)

3.1.1 Waking up the System

The Video Conferencing component (Codec) is located within the equipment cabinet and remains on standby.

The Tandberg Remote control is fitted with a motion sensor and picking up the remote control will **"Wake Up"** the system, alternatively you can also press the **OK** button.

3.1.2 Place and Receive a Video Call

There are basically two types of video conferencing calls you can place using the Tandberg Remote control.

- **Point-to-Point call**

  A video conference call being conducted between two sites (yourself and one other).

- **Multi Point call**

  A video conference call being conducted between multiple sites (more than 2). Sites are connected via a MCU (bridge) and participants join the conference by dialling a **Virtual Meeting Room** number (VMR).

  The VMR number is provided to participants by the Meeting Organiser prior to the VC commencing. If you have **not** been provided with a VMR number prior to the conference commencing contact the Meeting Organiser.

  Each site has been supplied with its own unique VMR for this use, if you do not know your VMR number or it has not been issued, please raise a Help Desk call by phoning 1800 338 483.

  Write your VMR number here for future reference: _____

a) Using the Phone/Address Book:

The system contains a global phone/address book, which is similar to that of a mobile phone. Use the phone book to dial one other site (Point-to-Point).

- Press the **Phone** book button.
- Displays two directories, a Connected Classroom directory and a Global Address directory, listing sites currently registered on DET network.
- Use the **Arrow** keys on remote to move through list.
  When positioned at a line with a small arrowhead at end of the line, press the **OK** button to go one level down.
- Highlight the entry required.
- Press the **Call** button twice to start dialling the number.

b) Dial a Number:

To manually dial a specific number provided to you by the meeting organiser, eg Virtual meeting room – 562119 or another site's direct E.164 No – 301120149 or 9998 etc

- Press the **Call** button on the remote control.

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- The **Call** menu displays on your LCD monitor screen.
- Enter the number you have been provided.
  Note: If you have not been provided with a number please contact the Meeting Organiser.
- Press the **Call** button to dial the number.

c) Dialling an IP Address:

- Press the **Call** button.
- The **Call** menu displays on your LCD screen.
- Enter the IP Address of the site you wish to call.
  eg: 10.12.14.26.

  Note: Press the asterisk (*) button to insert a dot. Initially it will insert a *, continue to enter IP Address after you have enter the third asterisk (*), the asterisk (*) will automatically change to a dot.
- Press the **Call** button to start dialling the number.

3.1.3 Global Address Book

a) Search Phone Book (Global)

- Press the **Phone book button** on the Tandberg Remote control.
- Use the **Arrow keys** on the remote to navigate to the **Search** icon displayed to the left of phone book listing.
- Press the **OK** button.
- Enter the search text of the entry you are looking for.
- Press the **OK** button to accept **OR** press the **Cancel** button to cancel search.

b) Quick Search

Use the quick search to locate a specific entry. Use the Tandberg Remote control to type in the letters as with a mobile phone. **Note:** This will search only within the current folder.

3.1.4 Recording a Video Conference

- Press the **Call** button on the remote control.
- The **Call** menu displays on your LCD monitor screen.
- Enter **99** before entering the number you want to dial.
- Press the **Call** button to start dialling.
- When connected to the meeting room you will briefly see 'ipvcr1' at the bottom of the screen. This indicates that the recording is activate/activated.

  Note: It is important that only one person performs this function (usually the meeting organiser).
- Press the **End** button to end the call. Recording will cease when the person initiating the recording hangs up.

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To view and/or download the recording refer to the "Getting Started Guide - Recording and Viewing a Video Conference".

3.1.5 Controlling What You Hear

a) Mute audio

The **Mic Off** button is used to prevent other participants from hearing your conversation. Please be aware that the microphone retains the last setting used in the previous conference call as a default. You may need to reactivate the microphone to enable other callers to hear you.

- Press the **Mic Off** button to **turn off** (mute) or **reactivate** the microphone.

  Note: It is good video conferencing etiquette to have the microphone off (mute) when not addressing participants.

b) Adjusting the volume

- Press the **Up or Down** button to moderate the volume

  Note: The sound for video conferencing is supplied via the internal speakers of the LCD monitor

3.1.6 Controlling What You See

During a video conference call you can control your own camera (Near End) at all times by using the Arrow keys on the remote control (Tandberg), provided that the menu **is not currently displayed** on the LCD monitor screen.

You may also be able to control the other active party camera (Far End) by using the remote control (Tandberg), provided that the far end system has a remotely controllable camera.

a) Far End and Near End site cameras

Press the **Far End** button (toggle) on the Tandberg Remote control to switch views between the Near End and Far End site cameras.

b) Main and Rear cameras

- Press the **Camera** button on the Tandberg Remote control for Main camera (Classroom) view.
- Press the **Aux** button on the Tandberg Remote control for Rear (Teacher) camera view.

1. Main camera
2. Rear camera

c) Self View function

Press the **Self View** button to display the picture of what is appearing on the screen at the Far End site.

Note: The Self View button is a toggle, press the Self View button again to remove Far End site picture from your screen and switch back to view of Near End site.

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d) Layout function

The Layout button will rotate through various functions:

- Press the **Layout** button the first time will turn on the Pic-in-Pic (displays a picture of Far End site in a small window) on the your screen.
- Next time you press the **Layout** button it will move the Pic-in-Pic to another location on your screen, keep pressing **Layout** button to move Pic-in-Pic.
- If the **Self View** option is **on**, pressing the **Layout** button will toggle between displaying the Far End site and Near End site in the Pic-in-Pic screen.
- Pressing the **Layout** button numerous times will **turn off** the Pic-in-Pic option.

e) Moving Camera Position

Use the four Arrows keys to move the camera to the left, right, up and down within the viewing boundaries.

f) Using the Zoom function

Use the Zoom (+ or –) button to adjust zoom to required focus within the viewing boundaries.

3.1.7 Camera Presets

The advantage of using camera presets lies primarily in the ability to have the camera move directly to a predefined angle and focus. If you assign a preset to every person's physical position, you may switch between these views as people talk in order to provide a timely close-up of the person talking.

a) Defining and Storing Camera Presets

- Use the Tandberg Remote control to select the **Main** (camera button) **or Rear** (Aux button) camera.
- Use the **Arrow** keys on remote control to move the camera to required position.
- Use the **Zoom** (+ or –) button to adjust zoom to required focus.
- Determine which number on the remote control (Tandberg) the preset position will be assigned to, and then **press and hold** the number for **more than one second**.
- The system will display the following prompt messages for:
  - Main Camera: "Main Cam & Audio input stored on P*"
  - Rear Camera: "Aux & Audio input stored on P*".
    Note: The asterisk (*) denotes the number pressed to store the preset position.
- The current camera position is now stored as a preset, repeat the process to store another camera preset position.

b) Using Camera Presets during a Video Conference call

During a conference call the numeric keypad on the remote control (Tandberg) can be used to access the 9 presets positions. This does not work if no preset positions have been defined and stored prior to conference call.

- While in a call, press the **Preset** button on the remote control (Tandberg). Displays the following prompt "Preset 0-9".
- Press the allocated **Number** for the camera position required on the remote control (Tandberg).

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3.1.8 Touch Tones

During an active video conference call it is possible to send Dual Tone Multi Frequency (DTMF) tones via the Tandberg remote control numeric keypad. This maybe necessary when connecting to various video conference systems in and outside of NSW DET.

- While in a call, press the #a/A button on the lower right hand corner of the Tandberg remote control (also labelled “Touch tones”).
- A numeric keypad icon will appear in the top left hand corner of the LCD monitor to indicate DTMF tones are now active.
- Press the numbered keys 0 through to 9 as required to send DTMF tones to the far end device.
- Press the #a/A button again to turn off the DTMF tone function.

Note: DTMF tones are the tones you hear when you press a key on a standard telephone keypad.

3.1.9 Text Message

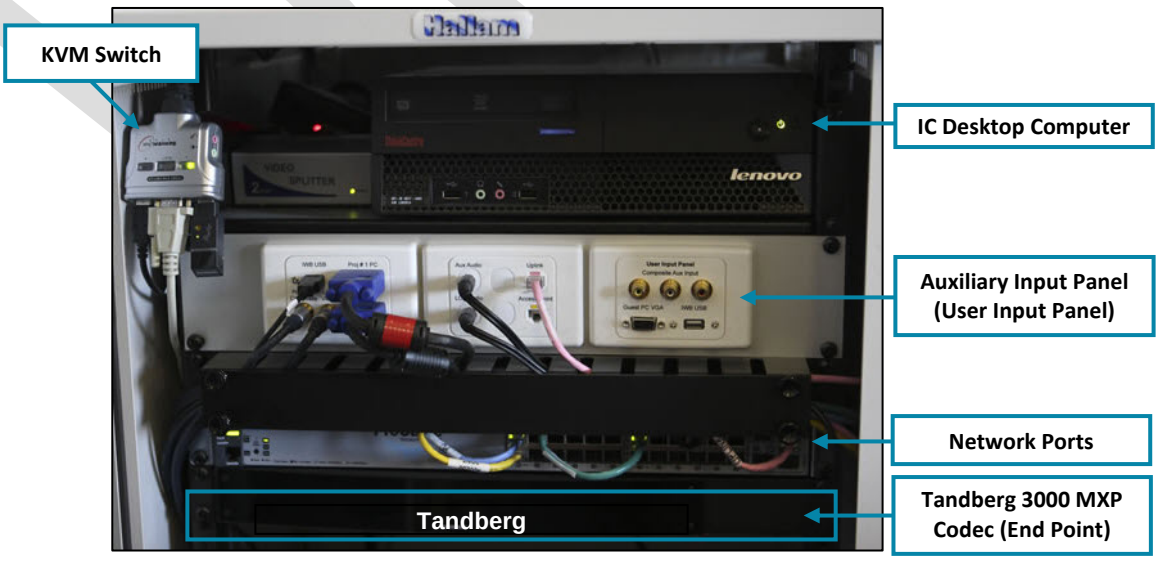
During a Point-to-Point call you are able to send a text message to the other participant. This can be useful if for any reason you are experiencing audio problems, eg the other participant may not be aware that their microphone is on mute.

To send a text message:

- During the Point-to-Point call press the **Service** button on the Tandberg remote control.
- Highlight the **ABC** option (use arrow key), and then press the **OK** button.
- Type the text message (use number keys the same way as you would when typing a text message on a mobile phone).
- Text message is displayed on the screen as you type.

4 CONNECTED CLASSROOM EQUIPMENT

The cabinet contains various components (see below) which are placed in a set order based on use, cable lengths and thermal properties.



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Power Distribution Unit & Socket No.

1. PC
2. HP Switch
3. AV Splitter
4. VGA Splitter
5. Codec
6. VoIP Phone
7. Spare
8. Spare

A 400mm deep shelf is also provided at the bottom of the cabinet for the storage of loose components, such as wireless keyboard/mouse, and remote controls etc.

The top surface of the cabinet is solid and flat and it is intended that this surface can be used as a work space.

4.1 KVM switch

The KVM switch is an abbreviation for Keyboard, Video, Mouse switch. This device switches the keyboard, video and mouse inputs from the Interactive Classroom (IC) desktop computer to the guest laptop and vice versa.

The KVM switch is located in the top left hand corner of the equipment cabinet, it has two inputs which are used for the following:

- Input I - select if using the Interactive Classroom desktop computer.
- Input II - select if connecting a guest laptop or PC to the Interactive Classroom suite.

4.2 Interactive Classroom Computer

The Interactive Classroom (IC) desktop computer is a T4L standard computer. It is installed with the IC Standard Operating Environment (SOE) which includes IWB drivers, Activstudio application and Bridgit Client.

The Interactive Whiteboard acts as the computer's monitor, it allows direct user interaction via touch or stylus (electronic pen) with the active programs on the PC. The active content can then be shared with other schools and can remain fully interactive with the use of Bridgit Software.

4.3 Data Projector (Sanyo)

The data projector being installed for the Interactive Classroom is the Sanyo XE50. As there are no operational controls on the data projector, you must use the Sanyo Remote control to operate the projector.

The data projector has three choices of input sources, only one of the following sources can be used at any one time, Computer 1, Computer 2 or Video.

4.4 Interactive Whiteboard (IWB)

The IWB is in its simplest form an input/output device. With the aid of a data projector it becomes the PC's monitor (output) and with the use of a stylus or touch sensitive board surface will register user actions to the PC (input) in the same manner as a mouse.

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The KVM switch transfers IWB input controls to either the room PC or guest PC if connected. Two specific applications installed upon the room PC will further enhance the operation and functionality of the IWB:

i. Activstudio - Lesson Creation software
ii. Bridgit (Data Collaboration and Content Sharing Software) – enables two or more users anywhere within NSW DET to connect and share content interactively.

There a two types of IWB (Panaboard or SmartBoard) being installed as part of the IC suite.

4.5 Audio Speakers

Two audio speakers are supplied with each IC and are mounted on either side of the IWB. There is only one power switch (master speaker) which controls the power and volume to both speakers. Use the rotary dial on the front of the speaker to turn the speakers on and adjust the volume.

A USB storage device (eg USB thumb drive) can be plugged into the USB port on the front of the master speaker whilst the PC is switched on. The USB ports are not high speed and therefore unsuitable for the fast transfer of data, instead it is preferable to use a USB port on the PC. If using the USB ports on the speaker take care as the USB drive can be easily damaged if accidentally bumped.

The speakers supply the audio from:

- The room's personal computer.
- The guest personal computer.
- Auxiliary equipment (eg DVD player).

Note:
The audio for video conferencing is supplied via the internal speakers of the LCD monitor.

4.6 Keyboard and Mouse

The IC comes with two sets of keyboard and mouse (one standard & one wireless). The wireless keyboard and mouse should both operate within a 9 metre range of the cabinet. When not in use the wireless keyboard and mouse should be stored in the cabinet.

4.7 Video Conference system

The Video Conference system is comprised of ceiling mounted microphones, wall mounted cameras, an LCD monitor and a rack mounted codec. The codec (labelled on its front panel with "Tandberg") is the main control device and performs all operations necessary to place and receive video calls.

The codec should always be left switched on to permit simple operation and system management. Whilst in operation the codec runs at a high temperature (48^{o} - 55^{o}) and will become quite hot. When left idle and not in a video call the codec will go into sleep mode.

- To "**WakeUp"** the Codec, pick up the Tandberg Remote control (has a motion sensor), or you can press the OK button on the remote.

- The Tandberg remote is used to control the video conference system including placing and receiving of video calls, audio volume and zoom of the Front and Rear cameras.

4.8 LCD Monitor

The LCD monitor is a flat panel wall-mounted 106cm (42") LG or Phillips unit.

The LCD monitor is the Video Conference display unit. It will only display images and audio from the Video conference system and is dedicated to this purpose. To guarantee the operation of the video conference system, the LCD monitor **must not** be used for any other purpose.

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The LCD monitor produces the audio for the video conference through its internal speakers.

4.9 Cameras

There are two cameras (main and rear) provided with the IC, one camera placed at the back of the room (rear) and one placed at the front (main) of the room.

The camera at the front of the room captures the classroom (students) for video conferencing (VC) and the camera at the rear of the room captures the teacher for VC.

4.10 Auxiliary Input Source (Input User Panel)

A "User Input Panel" has been provided to allow a variety of additional user equipment to be connected to the Interactive Classroom, eg: a Guest Laptop, a DVD/VHS player, document camera etc.

User Input Panel
(located in equipment cabinet)

4.11 Local Area Network (LAN) equipment

The network connections (ports) are distributed from a LAN switch (HP2610-24) located in the equipment cabinet.

The ports on the switch are divided into two sections:

- Ports 1 to 12 are for general use within the IC.
- Ports 13 to 26 are reserved for use by IC components.

4.12 VoIP Phone

A Cisco Voice over Internet Protocol (VoIP) phone has been provided which can be used for placing support calls to the helpdesk. The phone has a 1 metre length network and power cable and can be located on top of the cabinet for ease of operation.

Note: The phone system **currently is not operational**, accordingly users will be advised when the phone system is activated.

The phone when operating will only provide access to the Help Desk and other Connected Classrooms VoIP phones. Calls to the public telephone network including "000" will not be possible.

4.13 Additional Equipment

4.13.1 Guest Laptop/PC

A guest Laptop or Personal Computer (PC) may be connected to the Interactive Classroom suite enabling you to use the IWB and share the content of your laptop or PC.

If you wish to use the lesson creation software (Activstudio) and it **is not** installed on the laptop or PC, refer to the "How do I Download Activstudio?" file available at https://detwww.det.nsw.edu.au/lists/directoratesaz/ccp/index.htm (Connected Classrooms Program web site) under the FQAs section.

To use the interactivity tools and extra features of the IWB you must also install the drivers for the specific IWB (Panaboard or Smartboard). These can be downloaded from: https://detwww.det.nsw.edu.au/it/ictservicedesk/connected_classrooms/index.htm.

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A USB Activhub (dongle) is required to be plugged into a USB port on the guest laptop/PC before turning on in order to allow the full functionality of Activstudio (eg handwriting recognition and fraction creator will not work).

4.13.2 Auxiliary equipment

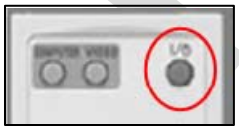
Audio Visual (AV) equipment that has composite video and audio output (DVD/VHS, Camcorder, Document Camera etc) may be connected to the User Input Panel.

5 OPERATING CONNECTED CLASSROOM EQUIPMENT

5.1 Data Projector (Sanyo)

5.1.1 Using the Sanyo Remote Control

a) Switch Data Projector on



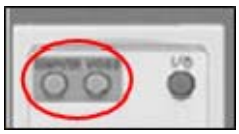
- Press the **Power** button on the Sanyo remote – **ONCE** only
  Note: Pressing the button twice will turn the device off.
- The device will take **20 seconds** or more before an image will be visible.

b) Switch Data Projector off

- Press the **Power** button on the Sanyo remote
  Displays "Power Off" message on IWB.
- Press the **Power** button again to power off.

c) Select the Input source

i. **Computer button**



Press the **Computer** button to switch between **"Computer 1"** (displays PC input) and **"Computer 2"** (displays LCD screen) in turn.

ii. **Video button**

Press the **Video** button to display contents of device (eg DVD) plugged into the AV source of User Input Panel (located in the equipment cabinet.

Note:

- When using the remote control always point the remote control towards the projector mounted above the IWB (Infrared Remote Receiver). The maximum operating range is 5 metres, ensure you stay within this range when using the remote control.
- To preserve the bulb life the data projector will automatically shutdown after five minutes of losing signal from the input device i.e. 5 minutes after the PC is turned off.
- The data projector will retain the last input source used as a default when turning off. When commencing the next session you may need to reselect the appropriate input source that you require.
- A "No Signal" message displayed on a blue screen denotes that an incorrect input source has been selected. You will need to reselect the input source (see above).

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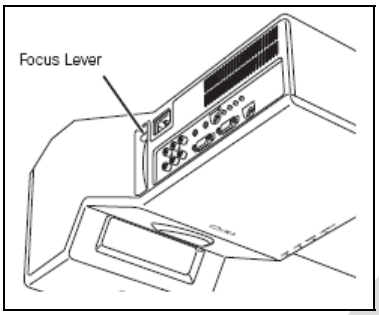
5.1.2 Adjusting the Focus

To adjust the focus for the lower half of the image being displayed on the IWB screen, move the **Focus Lever** located on the side of the data projector. The focus for the upper half of the image is automatically adjusted by the system and cannot be manually altered.

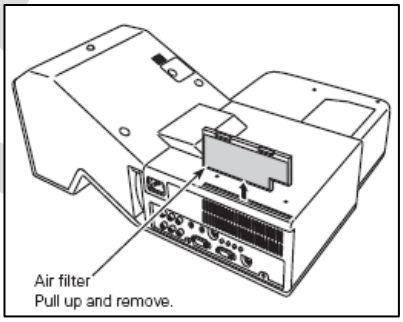


5.1.3 Cleaning the Air Filter

The air filter prevents dust from accumulating on the surface of the optical elements inside the projector. When the air filter requires cleaning (approximately every 2 or 3 weeks) a pop-up screen will display on the IWB advising that the filter needs to be cleaned.

Cleaning the air filter by following the steps:

i. Turn off the projector (Use Sanyo Remote).
ii. Remove the filter by pulling the latches upward.
iii. Clean the dust on the projector and around the air vents.
iv. Gently clean the filter.
v. Reinstall the filter into the projector properly.
vi. Reset the filter counter in the Setting Menu (see “Resetting the Filter Counter” below).



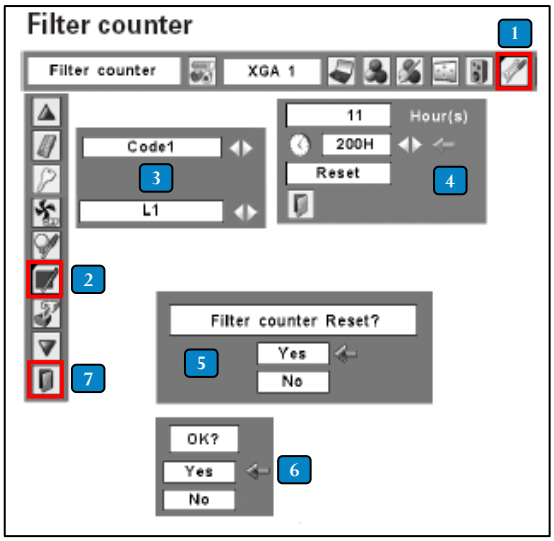
Note:

- **DO NOT** wash the filter with water or any other liquid matter, otherwise the filter may be damaged.
- Replace filter with a new filter, if the dirty filter cannot be adequatly cleaned.
- **DO NOT** operate the projector if the air filter has been removed, this will void your warranty.

5.1.4 Resetting the Filter Counter

- Press the **Menu** button on the remote control to display the On-Screen Menu.

1. Use the pointer arrow ◀▶ buttons to move the red frame pointer to the Setting Menu icon.
2. Use the pointer arrow ▲▼ buttons to move the red frame pointer to highlight **Filter Counter** and then press the **Select** button.
3. Displays dialog box showing Code1, press the **Select** button.
4. Displays dialog box showing the total accumulated time of the filter use, a timer setting option, and the reset



Note: Always reset the air filter after it has been cleaned or replaced.

option.
Use the pointer arrow ▲▼ buttons to move the **arrow** next to the **[Reset]** option, and then press the **Select** button.

5. Displays **"Filter counter Reset?"** dialog box. Use the pointer arrow ▲▼ buttons to move arrow next to **[Yes]** option, and then press the **Select** button.
6. Displays dialog box for confirmation. Use the pointer arrow ▲▼ buttons to move arrow next to **[Yes]** option, and then press the **Select** button.
7. User the pointer arrow ▲▼ buttons to move red frame pointer to highlight **Quit**, and then press the **Select** button.

- Press the **Menu** button on the remote to remove the On-Screen Menu.

5.2 Desktop Personal Computer

a) Switching on

- Press the **Power** button on the front of the desktop computer.

Note: Computer and KVM switch are both located in equipment cabinet.

- Ensure that **Input I** is illuminated on the KVM switch

- If required press the **Select** button on the KVM switch to toggle between **Input I and II**.
- Check that the data projector is switched on and using **Computer 1** as the input source.

b) Logging on

- Enter your User name and password to Log on

Note:
The procedure for logging on may vary from site to site. If you are unsure of the logging on procedure and/or the appropriate user name and password for your site, please contact your school administrator or your computer co-ordinator.

c) Using IC desktop computer

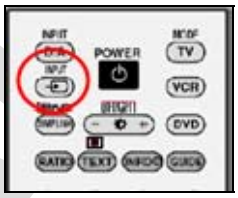
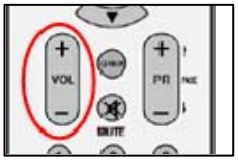
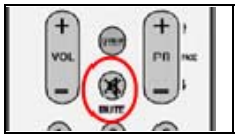
- You can now start using the IC desktop computer.

5.3 LCD Monitor

The LCD monitor is only to be used as the Video Conference display unit.

The LCD remote is predominately used to turn the LCD monitor on or off. Once the LCD monitor is turned on there should be no further interaction required for running the video conference.

5.3.1 Using the LCD Remote Control

	LG Remote Control
Switch the LCD monitor on/off - Press the **Power** button on the Remote control.	
Select Input (only if required) - Press the **Input (LG)** button on the Remote control until **AV 1** is displayed. **Note:** The input should always be set to **AV 1**. If the setting has changed for any reason you will need to reset it back to **AV1**. Incorrect settings may result in no image being displayed and/or no audio being heard from video conference.	
Increase/decrease volume - Press the **Volume** up (+) or down (-) to adjust. **Note:** The volume has been preset and should not require adjusting. Only use the **Tandberg** Remote control to adjust volume.	
Mute/Un-mute monitor audio - Press the **Mute** button to toggle this function. **Note:** This will mute the audio from the remote classrooms, ie you will **not be** able to **hear** the other participants in the VC.	

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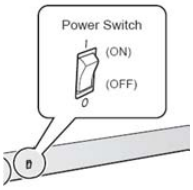
5.4 Interactive Whiteboard (IWB)

5.4.1 Panaboard

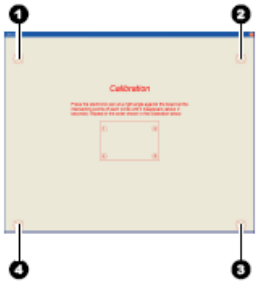


a) Switch on the device

- Press the switch into the **ON** position.
- Ensure the projector is on showing the PC image.
- Log into the PC.

b) Calibration – If required

- Right click on the **Panaboard** icon in the system tray.
- Select **Calibrate**.
- Using the IWB pen, press on the specified (points 1, 2, 3 and 4) areas precisely as per instructions in the middle of the screen.

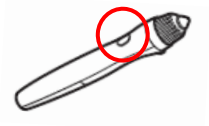


c) Starting Activstudio application (Lesson Creation)

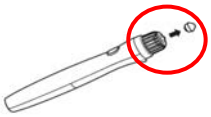
- If required, **Double** click on the **Activstudio** icon on the desktop.

d) Pen usage

i. Right click
   - To activate the mouse “right click” function, press the right click button located on the pen.



ii. Tip replacement
   - Required after long term use when worn.
   - Pull the tip from the end of the pen then replace it.



5.4.2 Smartboard

a) Switch on Smartboard

- The Smartboard does not have it’s own individual power switch as the power for IWB is supplied via the IC desktop computer or the guest laptop.
- You must switch on and log into the IC desktop computer or guest laptop for the Smartboard to become active.

b) Calibration

- Press and hold both the **Keyboard** button and the **Right-Click** button on the pen tray.
- The Calibration (orientation) screen appears on the IWB. Press firmly in the small yellow square in the centre of each red cross that appears on the calibration screen.

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- Follow the on screen information to calibrate the screen. There are nine calibration points on the screen that require pressing to complete the process.

c) Starting Activstudio application (Lesson Creation)

- **Double** click on the **Activstudio** icon on the desktop.

  Note: Training is being provided to the selected staff members on the use and functionality of the Activstudio application.

  In the interim you can access a free online course (Activstudio Level 1 Foundation Skills) to assist you in becoming familiar with the Activstudio application at the following link http://prometheanlearning.com/uk/. When you first access the website you will need to create an account in order to log-in and access the learning modules.

  The course introduces the main features of the Activstudio application and allows teachers to develop the key skills required to use the application effectively. It is highly recommended that you visit the website and access the modules prior to commencing your training.

5.4.3 Preventing Damage to the Writing Surface

- The following applies to both the Panaboard and SmartBoard
  - Gently wipe the IWB surface with a soft, moist cloth.
  - **DO NOT** use sharp writing instruments such as ballpoint or fine-pointed pens as these can damage the surface.
  - **DO NOT** use abrasive erasers or cleaning materials.
  - **DO NOT** use ink pens on either board surface, the boards are designed to be used with the supplied stylus / pens only.
  - **DO NOT** wipe the screen board with a dry cloth. Doing so can cause static electricity build-up.
  - **DO NOT** use thinner, benzene, or abrasive chemicals to clean. Doing so can result in discoloration.
  - **DO NOT** write on the screen board with a white-board marker. If you write on the board with a white-board marker, you cannot erase it with a standard eraser. Use standard whiteboard cleaner or neutral household cleaner diluted with water to clean the area.
  - Clean your interactive whiteboard and pen tray frequently using a standard whiteboard cleaner or Windex glass cleaner.

    Note: Ensure you have shut down your computer before you start this as it ensures that you don't scramble the desktop icons or activate applications when you touch the screen.

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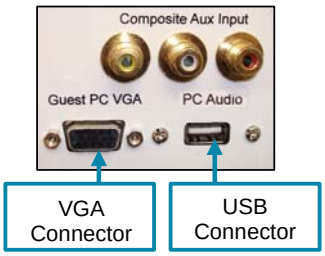
5.5 Additional Equipment

5.5.1 Guest Laptop/PC

A guest laptop or Personal Computer (PC) may be connected to the Interactive Classroom suite which then enables you to use the IWB and share the content of your laptop or PC.

a) To connect laptop/PC

- Plug in the VGA and the USB cables into the User Input Panel.



User Input Panel
(located in cabinet)

Plug in **both VGA & USB** cables to display the guest PC image on IWB and use IWB interactive tools

Plug in **only** the **VGA** cable to only display the guest PC image on the IWB.

- Press the select button on the KVM switch until **Input II** light is active.

KVM Switch
(located in cabinet)

5.5.2 Auxiliary (AV) device

a) Connecting

- Plug in the cables from your AV (eg DVD) device into the Composite Aux Input sockets on the User Input panel.

User Input Panel
(located in cabinet)

b) Display/Transmission

- To display/transmit on the **IWB;** press the **Video** button on the **Sanyo Remote** Control (Data Projector).
- To display/transmit on the **LCD monitor** (Video Conferencing equipment); press the **DVD** button on the **Tandberg Remote** Control.

6 BRIDGIT CONFERENCING SOFTWARE

Bridgit conferencing software is a client/server application that lets you share applications and documentation (Data conference) with two or more remote participants.

Before you can join or create a conference, you **must download** the Bridgit software client. You can download the Bridgit software client from http://bridgit.det.nsw.edu.au.

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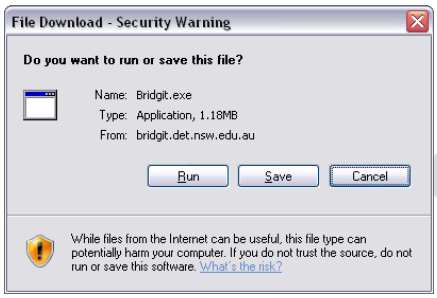
- Click on the link: http://bridgit.det.nsw.edu.au, displays the following window.

Bridgit Conferencing Server - Windows Internet Explorer
http://bridgit.det.nsw.edu.au/
Bridgit Conferencing Server
Welcome to Bridgit
To connect to a conference please run the Bridgit client application.
The client application can be downloaded from http://bridgit.det.nsw.edu.au/Bridgit.exe

- Click on the hyperlink to download the Bridgit.exe file, Displays the following dialog box.


File Download - Security Warning
Do you want to run or save this file?
Name: Bridgit.exe
Type: Application, 1.18MB
From: bridgit.det.nsw.edu.au
Run
Save
Cancel
While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. What's the risk?

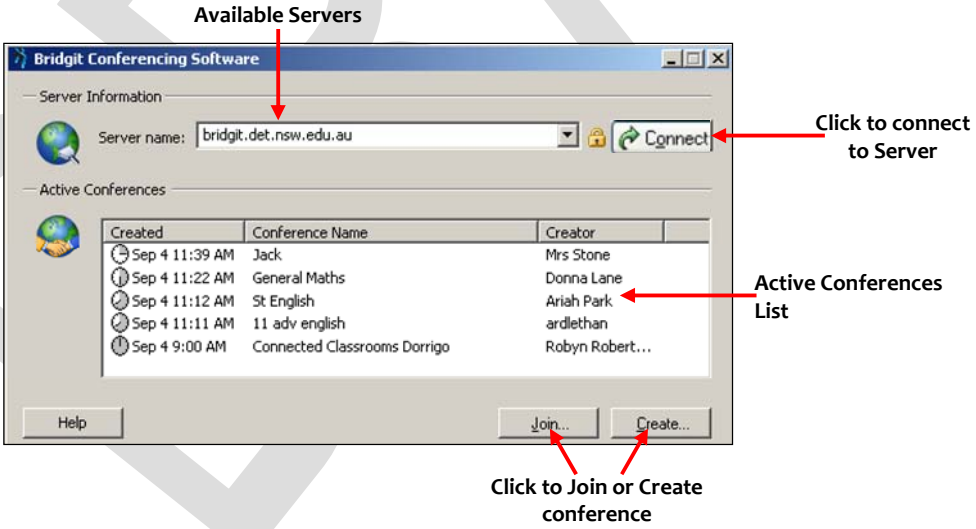
Note:

Clicking the **Run** button will display the Bridgit Conferencing Software dialog box on your screen. You can create or join a conference from this point. However, this is not recommended as you will need to repeat the process (access website and link) each time you are required to create or join a Bridgit conference.

- Click on the **Save** button, and save the file onto your desktop.
- Once the file has been saved **double** click the **Bridgit icon** on your desktop to start Bridgit. The file is self-contained and does not require to be installed.

6.1 Joining or Creating a Data Conference

To join or create a data conference, **Double click** on the **Bridgit** icon on your desktop. The Bridgit Conferencing Software dialog box will appear on your screen.

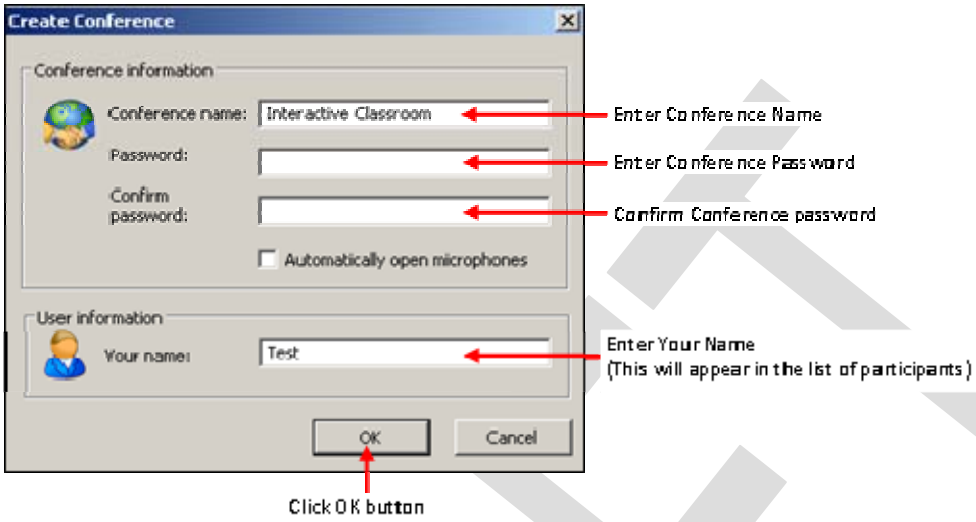


6.1.1 Creating a Data Conference

If you are the Meeting Organiser (conference owner) you must create the Data Conference first, in order for the other participants to join the conference.

- Check the **Server Name** is bridgit.det.nsw.edu.au, if it is not, select it from drop-down list and then click the **Connect** button.

- Click the **Create** Button, the Create Conference dialog box displays on your screen.

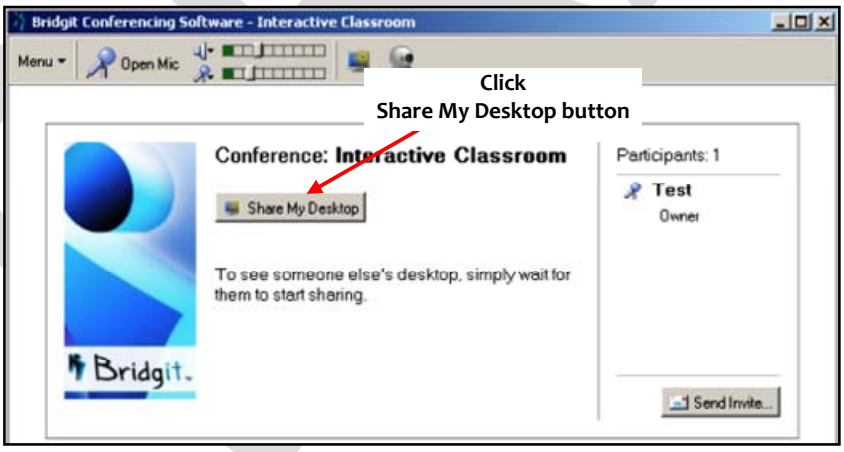


- Enter a conference name (use a name that will be easy identifiable by participants), and your name in the appropriate fields. You can also add a password to your conference, although this is advisable it is not mandatory.

  Note:
  Please be aware if you leave the password field **blank** then **uninvited** participants may also join the conference, as a password **will not** be requested when joining the conference.

- Click the **OK** button.
  The Bridgit Conferencing Software – Interactive Classroom dialog box appears on your screen.

  IMPORTANT: When joining a Bridgit conference, DO NOT run the audio wizard. This function will interfere with your Video Conference operation and is not required for Connected Classrooms use.



Note:

It is recommended that you **DO NOT** use the **Send Invite** button to invite the impending conference participants unless you have the full MS Outlook client installed. The preferred method is for you to create and send an email (containing conference details) to the invitees using the standard email method.

- If you are accessing your Outlook account via the PC desktop then clicking the **Send Invite** button will launch Outlook and create an email, which includes a hyperlink to the Bridgit Conferencing Software dialog box.

- This **DOES NOT** occur if you are accessing your Outlook account via the **DET portal or Webmail**.

- Click the **Share My Desktop** button.
  The shared desktop area appears on your screen surrounded by a coloured border.
  Note:
  By default the border displays around your entire desktop, this indicates the area of your desktop that is being shared. You can drag the border to resize and limit the shared area you want participants to view.

6.1.2 Joining a Data Conference

- Check the **Server Name** is bridgit.det.nsw.edu.au, if it is not, select server name from the drop-down list and then click the **Connect** button.
  Note: Bridgit will automatically go to the same server that was last used.

- Select the Name of the conference from the active conferences list.
  Note: If the conference you expect to join is not there to be chosen, either it has not been created, or the server name is not correct.

- Click the **Join** button.

- The **Join Conference** dialog box appears on your screen.

- Enter your name or site name into the name field.
  Note: The name you enter is only used for identify participants joining conference, the name is not authenticated by the system. Enter a name that it will make it easy to recognise you or your site.

- Enter **Password** in the password field (optional).
  Note: If the Meeting Organiser has assigned a password for the conference, the password field will also appear in the conference dialog box. The Meeting Organiser should advise the participants of the password prior to commencing the conference.

6.2 Roles within a Data Conference

Data conference participant's can have one of three roles, as set out below.

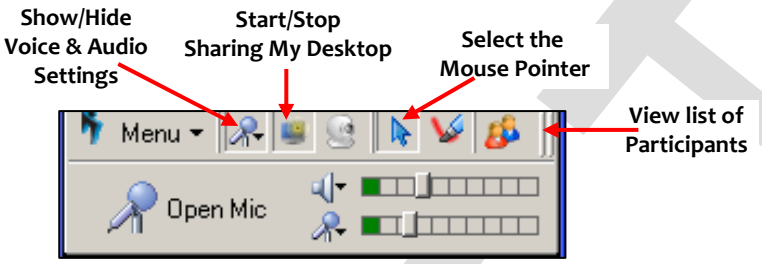
Role	Role Description
Meeting Organiser (Owner)	The Meeting Organiser is the person who creates the conference on the Bridgit Client server. The Meeting Organiser can draw on the desktop, enable the Remote Control option for other participants and also disconnect all users and end the conference.
Presenter	The presenter is the person who is currently sharing their desktop. The presenter can draw on the desktop and also enable/disable remote control for other participants.
Participant	The participants in a conference can always see the shared desktop, however, participants cannot draw on the desktop unless the Meeting Organiser or the Presenter enables the Remote Control option. Participants can a request to take over the Sharing of Desktop and become the Presenter.

6.3 Sharing your Desktop

Launching the Bridgit client will enable participants to view PC image and content, but in order to use the interactive functionality for data collaboration and content sharing, you must select the **Share My Desktop** option.

When you join a conference in which someone else (meeting organiser/presenter) is already sharing their desktop, their shared desktop (within a **green** or **orange** border) will appear right away on your monitor and/or IWB.

Once you have joined or created a conference, the toolbar (see below) will be located at the top of the Bridgit software interface and provides access to a number of settings and features.

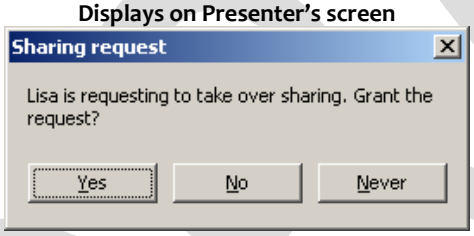


a) Taking over Sharing

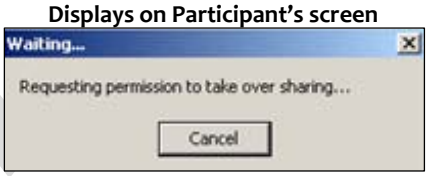
At any point during the conference, you can ask to take over sharing and make your desktop visible to the other participants, by doing the following:

- Click on the **Menu** button
- Select **Share My Desktop** or click the **Start Sharing My Desktop button**. **Note:** This action sends a request to the current Presenter notifying that you'd like to share your desktop.

Displays on Presenter's screen



Displays on Participant's screen



- Presenter to click **Yes or NO** button.
  - If the presenter **does not agree** to the request, you continue to view the presenter's desktop, **OR**
  - If the presenter **agrees** to the request, you become the presenter and a **Blue** or **Red** border will appear surrounding your shared desktop area.
- To stop sharing your desktop simply click the **Stop Sharing My Desktop** button on the menu toolbar.

b) Shared Desktop Borders

When you share your desktop or view someone else's, the shared desktop is surrounded by a border. The border changes colour to indicate what's happening in the conference.

Border Colour	Description
Blue	Indicated that you're sharing your desktop, and remote control **has not** been enabled.

Border Colour	Description
Red	Indicates that you're sharing your desktop and remote control **is enabled**.
Green	Indicates you are viewing the presenter's desktop and remote control **has not** been enabled.
Orange	Indicates that the presenter **has enabled** remote control and you can manipulate the shared desktop directly.
Silver	Indicates you're viewing the shared desktop full screen and the presenter's desktop is smaller than yours. The green border still appears within the silver border.

6.4 Remote Control

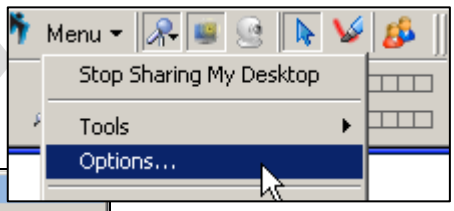
The Remote Control option allows participants in a conference to use their computers to move the presenter's mouse, draw, click icons, edit and type text into open files almost as if they were sitting in front of the presenter's computer in person.

Remote control is temporarily disabled whilst the presenter uses the mouse or keyboard. When this happens, a lock will appear next to your mouse pointer. Control returns a moment after the presenter has stopped moving their mouse or pressing keys.

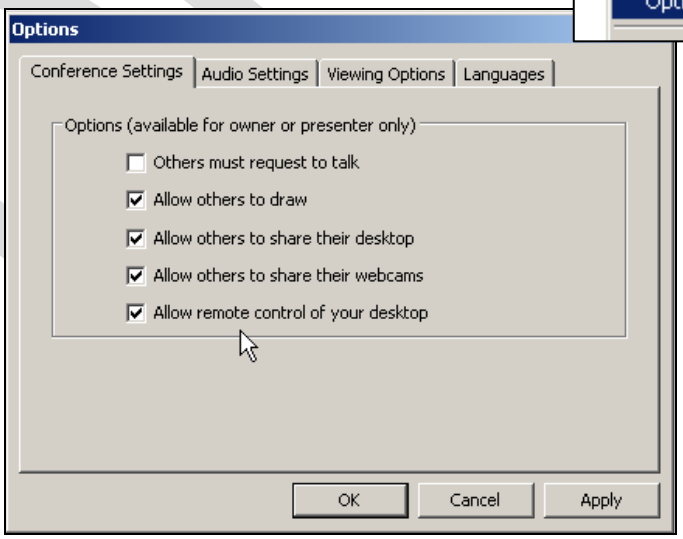
Even after the presenter has enabled remote control, certain areas of the presenter's desktop remain off-limits. Participants can't manipulate the presenter's toolbar or respond to Bridgit software dialog boxes that appear on the presenter's computer. In addition, only the presenter can change the desktop's shared area.

When the conference is created, the Allow remote control of your desktop option is OFF by default. The presenter can enable this option by doing the following:

- Click on the **Menu** button.
- Select **Options** from the drop-down menu list Displays the Option dialog box.



- Click on the Conference Settings Tab.



- Tick the Allow remote control of your desktop tick box

- Click the **OK** button.

6.5 Exit Bridgit Client

To exit the Bridgit Client do the following:

- In the Bridgit toolbar, click **Menu.**
- Select Exit Bridgit.
- A confirmation dialog box appears.

  Note: If you are the meeting organiser of the conference, the confirmation dialog box also asks if you would like to disconnect all other users.
- Click **Yes** in the confirmation dialog box.

Note: If you wish to also **exit the video conference**, you **MUST** press the **END** button on the **Tandberg Remote** control.

For further information regarding Bridgit and its operation, please use the 'Help' function within the Bridgit application. A web page to the **SmartTech** website will launch and provide searchable, up to date information.

7 VIDEO CONFERENCING (VC) PROTOCOLS

The following are some suggested practices to ensure a successful VC for all participants and presenters.

7.1 Meeting Organiser/Presenter

- Familiarise yourself with the room, remote controls or any other special equipment. Presenters who will be using a number of devices (eg guest PC/laptop, DVD etc), should arrange a visit to the room before the video conference, to run through a practice session.
  - If the video conference is going to include a large number of multiple sites and includes complex audio/visuals, we highly recommend a rehearsal session.
- Ensure you have forwarded the video conference details to participants, ie number for dialling into the conference, time, agenda, etc.
- The switching from site to site is voice activated. It takes about two seconds of continuous sound from your site for the video to show your image to the rest of the conference. Always state your name and site, then pause for a reaction.
  - As a presenter you may need to ask questions to your far site participants to encourage them to speak for this length of time (2 seconds). Yes/No answers are not enough to switch vision from one site to another.
- Open the conference and go through the list of participants, inviting them to introduce themselves.
- Ensure that the agenda is being followed and insert appropriate breaks if necessary.
- Remind all participants to mute their microphones when not speaking.
- Ensure you conclude the session and end the conference.

7.2 Participants

- If time allows arrive 15 minutes before the video conference. Arriving early provides an opportunity to find a seat, conduct introductions among participants, organise

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materials for the session, and test Self View button (Tandberg remote control) to display what the Far end site will see.

- Ensure you can be heard, and avoid shuffling papers or tapping objects near the microphones.
- Keep your microphone on mute at all times until the presenter asks your site to respond. This improves audio quality for everyone in the video conference by removing extraneous room noise (chairs, paper shuffling, etc).
- Avoid side conversations that would exclude the far-end sites from your conversation.
- Once the connections have been made with the sites in the conference, all participants should introduce themselves. This helps to establish appropriate audio levels in all rooms.
- When your video conference has concluded, leave the room in a timely fashion, as another conference may be booked following your session.

7.3 Video Etiquette and General Tips

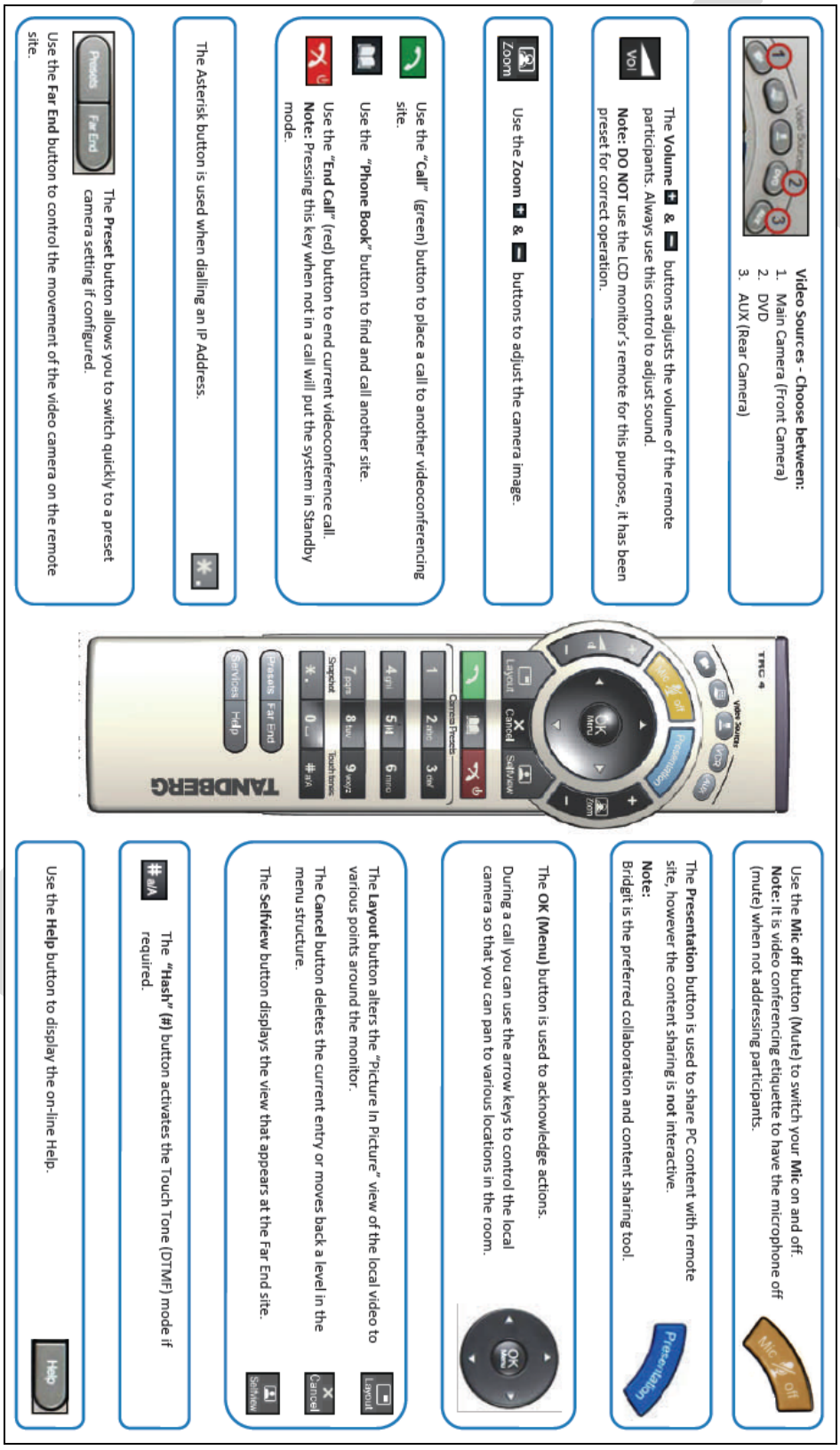
It is important to use good video conferencing etiquette to show common courtesy and respect for the people in your conference.

- Ensure you have booked the video conference room or facility.
- Ensure you have been provided with the dial in number for the video conference by the meeting organiser. If you have not been provided with the number contact your Meeting Organiser.
- Check room layout, will everyone be able to be seen, and can they see the display screen.
- If you are going to include desktop sharing as part of the conference, set up a Bridgit session and check PC and presentation.
- Try to plan video conference sessions to last no longer than 2 hours, preferably less.
- Your microphone might be muted when you join a conference. Always mute your microphone after the connection has been confirmed.
    - Introduce/identify yourself each time you start speaking, remember visual quality can vary and in larger meetings it can be difficult to correctly identify who is speaking.
    - Speak in a normal voice without shouting.
    - Make sure that you can see and hear the far-site participants.
- Put your mobile phone on silent or better yet switch if off.
- Look at the camera when you are speaking.
- Wear plain colours and non-reflective clothing. You should also avoid wearing clothing with strips and checks.
- Remember even when you are on mute you can be seen.

DRAFT

8 GETTING STARTED GUIDE

8.1 Using the Tandberg Remote TRC4 – Video Conferencing


Video Sources - Choose between:
1. Main Camera (Front Camera)
2. DVD
3. AUX (Rear Camera)
The Volume + & − buttons adjusts the volume of the remote participants. Always use this control to adjust sound.
Note: DO NOT use the LCD monitor's remote for this purpose, it has been preset for correct operation.
Use the Zoom + & − buttons to adjust the camera image.
Use the "Call" (green) button to place a call to another videoconferencing site.
Use the "Phone Book" button to find and call another site.
Use the "End Call" (red) button to end current videoconference call.
Note: Pressing this key when not in a call will put the system in Standby mode.
The Asterisk button is used when dialling an IP Address.
The Preset button allows you to switch quickly to a preset camera setting if configured.
Use the Far End button to control the movement of the video camera on the remote site.
Use the Mic off button (Mute) to switch your Mic on and off.
Note: It is video conferencing etiquette to have the microphone off (mute) when not addressing participants.
The Presentation button is used to share PC content with remote site, however the content sharing is not interactive.
Note:
Bridgit is the preferred collaboration and content sharing tool.
The OK (Menu) button is used to acknowledge actions.
During a call you can use the arrow keys to control the local camera so that you can pan to various locations in the room.
The Layout button alters the "Picture In Picture" view of the local video to various points around the monitor.
The Cancel button deletes the current entry or moves back a level in the menu structure.
The Selfview button displays the view that appears at the Far End site.
The "Hash" (#) button activates the Touch Tone (DTMF) mode if required.
Use the Help button to display the on-line Help.
TANDBERG
TRC 4

Placing a Video Call:

Using the Phone/Address Book:

The system contains a global phone/address book, which is similar to what you find in a mobile phone. Use the phone book to dial one other site.

- Press the **Phone book** button.
- Displays two directories; Connected Classroom and Global Address, listing sites currently registered on DET network.
- Use the **Arrow** keys on remote to move through list.
  When positioned at a line with a small arrowhead at end of the line, press the **OK** button to go one level down.
- Highlight entry required.
- Press the **Call** button to start dialling the number.

Dial a Number:

Manually dial a specific number provided to you by the meeting organiser, eg Virtual meeting room – 562119 or a E.164 number - 30120145

- Press the **Call** button on the remote control.
- The **Call** menu displays on your LCD screen.
- Enter the number you have been provided.
  Note: The meeting organiser is to provide participants with the required number. If you have not been provided with a number please contact the Meeting Organiser.
- Press the **Call** button to dial the number.

Dial an IP Address:

- Press the **Call** button
- The **Call** menu displays on your LCD screen
- Enter the IP Address of the site you wish to call eg: 0.12.14.26.
  Note: Press the asterisk (*) button to insert a dot. Initially it will insert an *, continue to enter IP Address, after you enter the third dot, the * s will automatically change to a dots.
- Press the **Call** button to start dialling the number.

Searching in the Phone / Address Book

Global Search

- Press the **Phone book** button.
- Use the **Arrow** keys on the remote to navigate to the Search icon displayed to the left of phone book listing.
- Press the **OK** button.
- Enter the search text of the entry you are looking for.
- Press the **OK** button to accept OR press the **Cancel** button to cancel search.

Quick Search

- To locate a specific entry, type in the letters as with a mobile phone.
  Note: This search is made only within the current folder.

Receiving a Call

The system will display a **Call Status Menu** on the LCD screen. By default the **Accept** button is highlighted.

Accept an incoming call

- Press the **Call** button or the **OK** button to accept the call.

Reject an incoming call

- Press the **End Call** button to reject the call. **End Call** button again or **OK** button to confirm, OR
- Do nothing, the call will timeout.

Ending a Call

- Press the **End Call** button to end a call, the press the **End Call** button again or **OK** button to confirm.

Microphone Off

The **Mic Off** button on the remote control is used to prevent other participants from hearing your conversation. Please be aware that the microphone retains the last setting used in the previous conference call as a default. You may need to reactivate the microphone to enable other callers to hear you.

Press the **Mic Off** button to turn off (mute) or reactivate the microphone.

Note: It is video conferencing etiquette to have the microphone off (mute) when not speaking.

Share Desktop Content

The **Presentation** button on the remote control is used to share content from your PC to other Video Conference participants, however the content sharing is **NOT** interactive.

- Press the **Presentation** button to send PC content.
- Press the **Presentation** button again to **End** the presentation and go back to main camera.

Bridgit is the preferred collaboration and content sharing tool. Bridgit can be downloaded from http://bridgit.det.nsw.edu.au.

8.2 Turning on the Connected Classroom Equipment

TURNING ON VIDEO CONFERENCE (VC) AND INTERACTIVE WHITEBOARD (IWB) COMPONENTS:

The **Equipment Cabinet** contains the various key components which are used for conducting VC. The main power supply to the equipment cabinet must remain on at all times, this will ensure that the data and VC equipment will always receive updates.

1. **Personal Computer (PC)**

   The PC and KVM switch are located in the cabinet.

   - Press the **Power** button on the front of the **PC**.
   - Check **Input I** is active on the KVM switch.
     Note: Press the **Select** button to toggle between Input I and II

KVM Switch

2. **LCD monitor**

   - Press the **Power** button on the **LCD remote** to turn on the LCD monitor

3. **Data Projector**

   The Sanyo data projector can only be operated by using the **Sanyo Remote control.**

   - Press the **Power** button on the **Sanyo Remote control** only **once.**
     The projector will take 20 seconds or more before an image is displayed on the screen.

     The **Projector input source** must be set to **Computer 1** for normal computer use. The **Computer** button on the **Sanyo Remote control** toggles between input sources Computer 1 and 2.

4. **Speakers**

   Two audio speakers are supplied with the one power and volume control for both speakers.

   - Turn the rotary dial (Power and Volume control) on the Master speaker to switch the speakers on and set the volume at 50%.

5. **Interactive Whiteboard (IWB)**

   - Panaboard
     - Press the **Power** switch (bottom left hand side of board) to the **ON** position.
   - Smartboard
     - No action is required the Smartboard is already active. Smartboard does not have its own power switch.

6. **Tandberg Codec (End Point)**

   The End Point (also know as a Codec) is the Video Conferencing component and is located in the cabinet.

   - Press the **OK** button on the Tandberg remote
     Note: This will wake up the Tandberg Codec located inside the cabinet.

7. **Ready for Use**

   The equipment is now operational and ready for use.

8. **End of Session / Day**

   When you have finished ensure you log-out and turn off the equipment, eg PC, LCD Monitor, Speakers, IWB.

Notes:

- The Interactive Classroom (IC) desktop computer will auto shutdown at 6.pm each day to conserve power.
- When the suite is off line for a period of time, on boot up, it may take a while to catch up on service pack installations sent out by the VC control unit (at St Leonards) - this could impact the provision of VC to the school for a period of time (approx 20-60 minutes).
- DO NOT turn off the main power supply to the equipment cabinet.

For user support contact DET Service Desk on 1300 338 483

8.3 Running a Video Conference

Running a Video Conference (VC):

1. **LCD monitor**

   Press the **Power** button on the **LCD remote** to turn on the LCD monitor

2. **Tandberg Codec (End Point)**

   The Codec is the Video Conferencing component and it remains on standby (located in equipment cabinet).

   - To "Wake up" the Tandberg Codec, **pick up** the Tandberg Remote or press the **OK** button.

3. **Video Conferencing (VC)**

   Use the **Tandberg remote** to place a VC call, accept a VC call or reject an incoming VC call.

Place a Video Call:

Using the Phone/Address Book:

The system contains a global phone/address book, which is similar to that found in a mobile phone. Use the phone book to dial one other site.

- Press the **Phone book** button.
- Displays two directories; Connected Classroom and Global Address, listing sites currently registered on DET network.
- Use the **Arrow keys** on the remote to move through the list. When positioned at a line with a small arrowhead at end of the line, press the OK button to go one level down.
- Highlight the entry required.
- Press the **Call** button to start dialling the number.

Dial a Number:

Manually dial a specific number provided to you by the meeting organiser, eg Virtual meeting room – 562119 or
a E.164 number - 30120145

- Press the **Call** button on the remote control.
- The **Call** menu displays on your LCD screen.
- Enter the number you have been provided.

  Note: The meeting organiser is to provide participants with the required number. If you have not been provided with a number please contact the Meeting Organiser.
- Press the **Call** button to dial the number.

Note: The VC can be recorded, simply enter 99 before entering the VC number. This should be performed by one person preferably the meeting organiser. Refer to the Getting Starting Guide for Record and/or Download a VC for instructions.

Dial an IP Address:

- Press the **Call** button
- The **Call** menu displays on your LCD screen
- Enter the IP Address of the site you wish to call
  eg: 10.12.14.26.

  Note: Press the asterisk (*) button to insert a dot. Initially it will insert an *, continue to enter IP Address, after you enter the third dot, the *s will automatically change to dots.
- Press the **Call** button to start dialling the number.

Searching in the Phone / Address Book

Global Search

- Press the **Phone book** button.
- Use the **Arrow** keys on the remote to navigate to the Search icon displayed to the left of phone book listing.
- Press the **OK** button.
- Enter the search text of the entry you are looking for.
- Press the **OK** button to accept OR press the **Cancel** button to cancel search.

Quick Search

- To locate a specific entry, type in the letters as with a mobile phone.

  Note: This search is made only within the current folder.

Receiving a Call

The system will display a **Call Status Menu** on the LCD screen. By default the **Accept** button is highlight.

Accept an incoming call

- Press the **Call** button or the **OK** button to accept the call.

Reject an incoming call

- Press the **End Call** button to reject the call. **End Call** button again or **OK** button to confirm, OR
- Do nothing, the call will timeout.

Ending a Call

- Press the **End Call** button to end a call, the press the **End Call** button again or **OK** button to confirm.

8.4 Running a Video Conference (VC) using Bridgit

Running a Video Conference (VC) Using Bridgit:

1. **IC Desktop Computer**

The IC desktop computer and KVM switch are located in the cabinet.

- Press the Power button on the front of the IC desktop computer.
- Check **Input I** is active on the KVM switch.
  Note: Press the Select button to toggle between Input I and II

2. **LCD monitor**

- Press the Power button on the LCD remote to turn on the LCD monitor.

3. **Interactive Whiteboard (IWB)**

Depending on the type of IWB installed select one of the following options:

- Panaboard - press the Power switch (bottom left hand side of board) to the ON position
- Smartboard - No action is required, the Smartboard is already active.

4. **Data Projector**

- Press the Power button on the Sanyo Remote control only once.
  The projector will take 20 seconds or more before an image is displayed on the screen.

Note:

- The Sanyo data projector can only be operated by using the Sanyo Remote control
- The Projector **input source** must be set to **Computer 1** for normal computer use.
- The **Computer** button on the Sanyo Remote control toggles between input sources Computer 1 and 2.

5. **Speakers**

Two Audio speakers are supplied with the one power and volume control for both speakers.

- Turn the rotary dial (Power and Volume control) on the Master speaker to switch the Speakers on and set the volume at 50%.

6. **Tandberg Codec (End Point)**

The Codec is the Video Conferencing component and it remains on standby (located in equipment cabinet).

- To **Wake up** the Tandberg Codec, **pick up** the Tandberg Remote or press the **OK** button.

7. **Log in**

The procedure for logging in may vary from site to site. If you are unsure of the log on procedure and/or the appropriate user name and password for your site, please contact the school administrator or your computer co-ordinator.

8. **Video Conferencing (VC)**

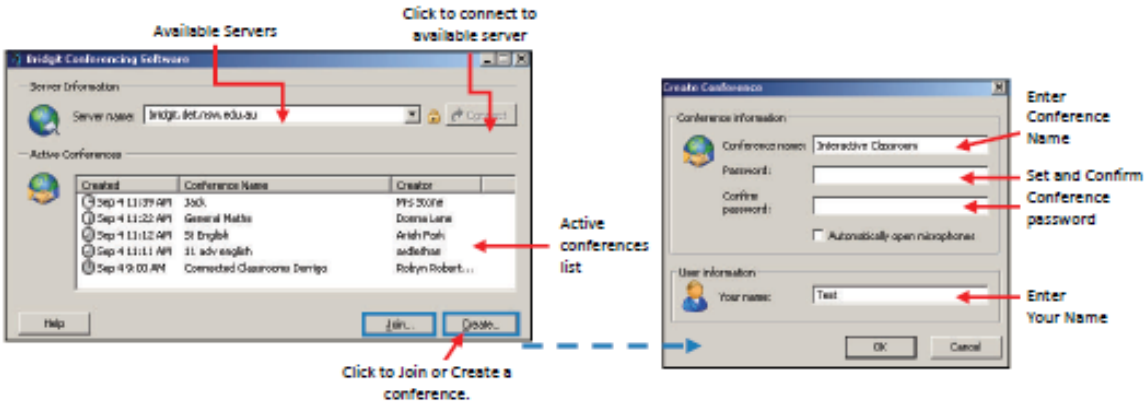
- Use the **Tandberg remote** to place a VC call, accept a VC call or reject an incoming VC call.

9. Bridgit - Sharing PC Content

Bridgit

You must launch the Bridgit client to allow two or more participants at different locations to share documentation. If required you can download the Bridgit software client from http://bridgit.det.nsw.edu.au.

- **Double click the Bridgit icon on the PC desktop**


Available Servers
Click to connect to available server
Active conferences list
Enter Conference Name
Set and Confirm Conference password
Enter Your Name
Click to Join or Create a conference.

10. Joining or Creating a Video Conference

- **Create a Video Conference (Meeting Organiser)**
  - Click **Create** button
  - Enter **Conference Name** (use a name that can be easily recognised by participants)
  - Only Enter a Password if you require privacy.
    Note: If the Password field is left blank, participants will not require to enter a password when joining the conference.
  - Enter **Your Name** (this will appear in the list of participants)
  - Click the **OK** button.
  - Click **Share My Desktop** button.
    Note: By default a blue border displays around your entire desktop, this indicates the area of your desktop that is being shared. Drag the blue border to resize and limit the shared area you want participants to view.

- **Joining a Video Conference**
  - Check the **Server name** is correct, if not select correct server name from drop-down list and then click the **Connect** button. **Note:** Bridgit will automatically go to the same server that was last used.
  - Select the **name of the conference** from the active conferences list.
    Note: If the conference you expect to join is not there to be chosen, either it has not started, or the server name is not correct.
  - Click the **Join** button.

IMPORTANT: When joining a Bridgit conference, DO NOT run the audio wizard; this function will interfere with your Video Conference operation and is not required for Connected Classrooms use.

11. Activstudio (Lesson Creation Software):

Activstudio – is a lesson creation application which helps you create excellent Activboard lessons.
Double click on the Activstudio icon (PC desktop) to open the application.
For information relating to use of Activstudio please refer to the Activstudio documentation available online from the following link: https://detwww.det.nsw.edu.au/it/ictservicedesk/connected_classrooms/index.htm.

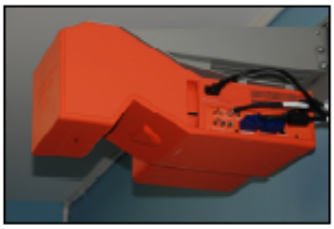
Note:

Exiting Bridgit will disconnect you from the Bridgit Conference server, if you also want to end the Video Conference you must also press the END button on the Tandberg Remote control. When you have finished ensure you log-out and turn off the equipment, eg PC, LCD Monitor, Speakers, IWB. DO NOT turn off the main power supply to the equipment cabinet..

8.5 Using Sanyo Data Projector

DATA PROJECTOR

The Sanyo Data Projector for your Interactive Classroom suite is operated by the Sanyo remote control.



Using the Sanyo Remote Control

1. Turn Data Projector **On**: Press the Power button (only once) on the remote.
   Note: Pressing the button twice will turn the device off.

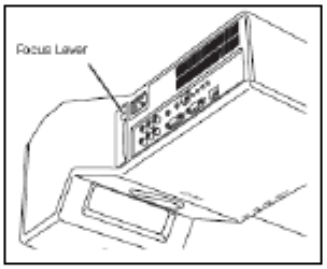
2. Select **Input Source** required:
   - Press Computer button to switch between:
     Computer 1 - displays PC content on IWB
     Computer 2 - displays LCD screen on IWB
   - Press Video button to display contents of device (eg DVD) plugged into the AV source of the User Input panel (located in the equipment cabinet)

3. Press the **Mute** button on the remote to blank the display. Press again to restore the image.
4. Turn Data Projector **Off**: Press the Power button on remote, displays "Power Off" message on IWB.
   Press the Power button again to power off.

Adjusting Focus

The focus can only be adjusted for the lower half of the image displayed on the IWB, the upper half of the image is automatically adjusted by the system and cannot be manually altered.

- To adjust the focus for the lower half of the image , move the Focus Lever located on the side of the data projector.



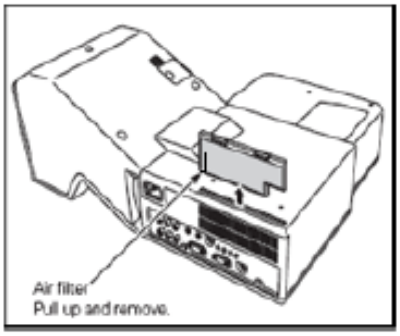
Notes:

- The projector will take 20 seconds or more before an image will be visible on the IWB.
- When using the remote control always point the remote control towards the projector mounted above the IWB (Infrared Remote Receiver). The maximum operating range is 5 metres, ensure you stay within this range when using the remote control.
- To preserve the bulb life the data projector will automatically shutdown after five minutes of inactivity.
- The data projector will retain the last input source used as a default when turning off. When commencing the next session you may need to reselect the appropriate input source that you require.
- A "No Signal" message displayed on a blue screen denotes that an incorrect input source has been selected. You will need to reselect the input source.

Cleaning the Air Filter

The air filter prevents dust from accumulating on the surface of the optical elements inside the projector. When the air filter requires cleaning (approximately every 3 weeks) a pop-up screen will display on the IWB advising that the filter needs to be cleaned.

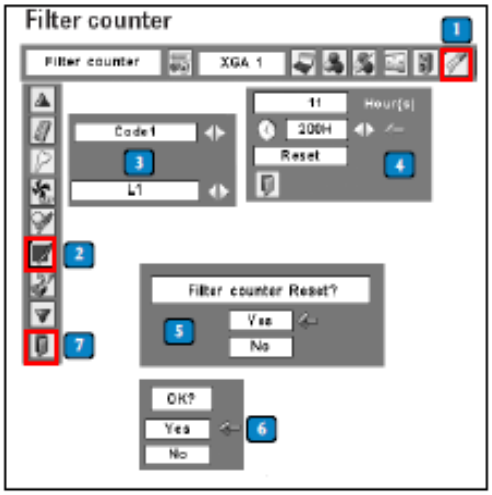
1. Turn Data Project or off.
2. Remove the filter by pulling the latches upward.
3. Clean the dust on the projector and around the air vents.
4. Gently shake filter to remove the dust.
5. Reinstall the filter into the projector properly.
6. Reset the **Filter** counter in the Setting Menu.
   (see "Resetting the Filter Counter" below)



Resetting the Filter Counter

- Press the **Menu** button on the remote control to display the On-Screen Menu.

1. Use the pointer arrow ◀▶ buttons to move the red frame pointer to the Setting Menu icon.
2. Use the pointer arrow ▼▲ buttons to move the red frame pointer to highlight **Filter Counter** and then press the **Select** button.
3. Displays dialog box showing **Code1**, press the **Select** button.
4. Displays dialog box showing the total accumulated time of the filter use, a timer setting option, and the reset option.
   Use the pointer arrow ▼▲ buttons to move the arrow next to the **"Reset"** option, and then press the **Select** button.
5. Displays "**Filter counter Reset?"** dialog box. Use the pointer arrow ▼▲ buttons to move arrow next to **"Yes"** option, and then press the **Select** button.
6. Displays dialog box for confirmation. Use the pointer arrow ▼▲buttons to move arrow next to **"Yes"** option, and then press the **Select** button.



7. User the pointer arrow ▼▲ buttons to move red frame pointer to highlight **Quit**, and then press the **Select** button.

- Press the **Menu** button on the remote the **On-Screen** Menu.

Note:

1. Always reset the air filter counter after it has been cleaned or replaced .
2. **DO NOT** wash the filter with water or any other liquid matter. Otherwise the filter may be damaged.
3. Replace filter with a new filter, if the dirty filter cannot be adequately cleaned.
4. **DO NOT** operate the projector if the air filter has been removed, this will void your warranty.

8.6 Using the IWB (Panaboard) in an Interactive Classroom

USING THE IWB (PANABOARD) IN AN CONNECTED CLASSROOM

1. Interactive Classroom (IC) Desktop Computer

The IC desktop computer and KVM switch are located in the cabinet.

- Press the Power button on the front of the IC desktop computer.
- Check Input I is active on the KVM switch (displays PC image).
  Note: Press the Select button to toggle between Input I and II.

2. Interactive Whiteboard (IWB)

- Press the Power switch (bottom left hand side of board) to the On position.
  Refer to Calibration below for details on calibrating the Panaboard.

3. Calibration

Calibration sets up the Panaboard and projector so that lines and comments drawn on the board with the electronic pen will be correctly displayed on the projected image.

- Turn on the Panaboard.
  Note: The Panaboard software starts automatically.
- When the Panaboard software starts the calibration screen is displayed automatically.
  If it does not display after you have logged, then:
  - Right click on the Panaboard icon in the system tray.
  - Select Calibrate.
- Press the electronic pen in the center of each point (4) as displayed in the corners of the screen for 2 seconds in the order shown in the illustration.
- When all 4 points have been calibrated, a completion dialog box is displayed, Click the OK button.

4. Data Projector

Press the Power button on the Sanyo Remote control only once.
The projector will take 20 seconds or more before an image is displayed on the screen.

- The Sanyo data projector can only be operated by using the Sanyo Remote control
- The Projector input source must be set to Computer 1 for normal computer use.
- The Computer button on the Sanyo Remote control toggles between input sources Computer 1 and 2.

5. Log in

The procedure for logging in may vary from site to site. If you are unsure of the log on procedure and/or the appropriate user name and password for your site, please contact the school administrator or your computer co-ordinator.

Note:

When you have finished ensure you log-out and turn off the equipment, eg PC, LCD Monitor, Speakers.

DO NOT turn off the main power supply to the equipment cabinet..

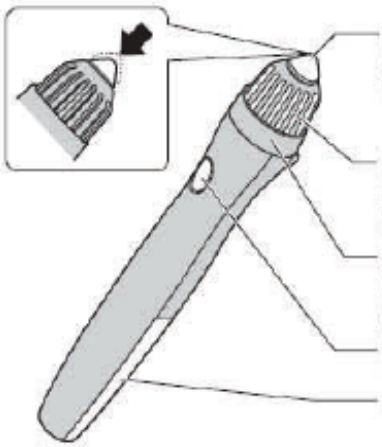
Panaboard Status:

When powered on the board should show a Green Power LED in the bottom left corner of board. A Red light indicates an error, power the board off and back on. If this does not fix the issue log a call with the DET Help desk.

Panaboard Software:

Ensure that the drivers and application for the Panaboard have been installed on the Interactive Classroom PC. If required they can be downloaded from: https://detwww.det.nsw.edu.au/it/ictservicedesk/connected_classrooms/index.htm.

USING THE IWB (PANABOARD) IN AN CONNECTED CLASSROOM


Penpoint
When you push down on the penpoint, ultrasonic waves and infrared signals are transmitted, and equivalent of a left mouse click is performed.
Ultrasonic Emitter
Do not block this area with your fingers.
Doing so will prevent the elite Panaboard from correctly detecting the electronic pen's position.
Infrared Emitter
Do not block this area with your fingers.
Doing so will prevent the elite Panaboard from correctly detecting the electronic pen's position.
Pen Button
Performs the same function as a right-click with a mouse.
Battery Cover

Panasonic Electronic Pen

- The pen is powered by a single "AAA" battery.
- The electronic pen switches to power-save mode after about 30 minutes of inactivity.
- Push the pen point on the IWB to wake it up from power-save mode, the pen's reaction may be slow.
- Use the pen by holding it at a right angles to the IWB.
- When operating the pen, you will hear a buzzing sound due to the pen emitting ultrasonic waves for location detection. If no sound is made the batteries may require changing.

Caring for the IWB

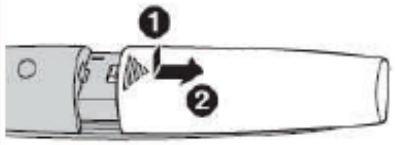
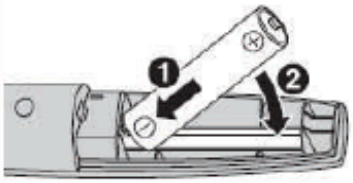
- Gently wipe the Panaboard with a soft, moist cloth.
- DO NOT use sharp writing instruments such as ballpoint or fine-pointed pens as these can damage the surface.
- DO NOT use abrasive erasers or cleaning materials.
- DO NOT use ink pens on either board surface, the boards are designed to be used with the supplied stylus / pens only.
- DO NOT wipe the screen board with a dry cloth. Doing so can cause static electricity build-up.
- DO NOT use thinner, benzene, or abrasive chemicals to clean. Doing so can result in discolouration.
- DO NOT write on the screen board with a white-board marker. If you write on the screen board with a white-board marker, you cannot erase it with a standard eraser. Use standard whiteboard cleaner or neutral household cleaner diluted with water to clean the area.
- Clean your interactive whiteboard and pen tray frequently using a standard whiteboard cleaner or Windex glass cleaner.
  Note: Ensure you have shut down your computer before you start this as it ensures that you don't scramble the desktop icons or activate applications when you touch the screen.

Replace (inserting) Battery

When the battery charge in the pen is low, the message, "The pen battery is low. Replace the battery soon." will be displayed on the computer screen.

Continued use of the electronic pen can lead to poor performance.

Replace the battery as soon as possible.

1. Remove (replace) the battery cover.	2. Insert (exchange) the battery and replace the cover.
	
• When replacing the cover, follow the procedure in reverse.	• Make sure to use a AAA alkaline battery, and ensure that ⊕ and ⊖ face the correct directions.

Activstudio (Lesson Creation software)

Activstudio – is a lesson creation application which helps you create excellent Activboard lessons.
Double click on the Activstudio icon (PC desktop) to open the application.
For information relating to use of Activstudio please refer to the Activstudio documentation available online from the following link: https://detwww.det.nsw.edu.au/it/ictservicedesk/connected_classrooms/index.htm

8.7 Using the IWB (Smart Board) in an Interactive Classroom

Using the IWB (Smart Board) in an Connected Classroom

1. **Interactive Classroom (IC) Desktop Computer**

   The IC desktop computer and KVM switch are located in the cabinet.

   - Press the Power button on the front of the IC desktop computer.
   - Check Input I is active on the KVM switch (displays PC image).
     Note: Press the Select button to toggle between Input I and II

2. **Interactive Whiteboard (IWB) - Smartboard**

   - Smart Board - No action is required, the Smart Board is already active.
     Refer to Calibration below for details on calibrating the Smart Board.

3. **Data Projector**

   Press the Power button on the Sanyo Remote control only once.
   The projector will take 20 seconds or more before an image is displayed on the screen.

   - The Sanyo data projector can only be operated by using the Sanyo Remote control
   - The Projector input source must be set to Computer 1 for normal computer use.
   - The Computer button on the Sanyo Remote control toggles between input sources Computer 1 and 2.

4. **Log in**

   The procedure for logging in may vary from site to site. If you are unsure of the log on procedure and/or the appropriate user name and password for your site, please contact the school administrator or your computer co-ordinator.

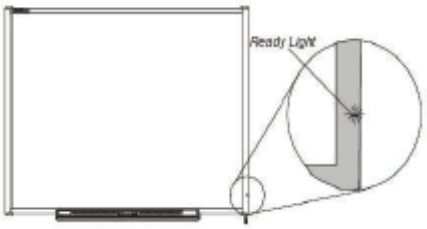
Note:

When you have finished ensure you log-out and turn off the equipment, eg PC, LCD Monitor, Speakers.

DO NOT turn off the main power supply to the equipment cabinet.

The Ready Light

The Smart Board is powered via USB cable connection and does not have an individual power switch. The Ready Light (LED) is located in the lower-right corner of the frame (when facing the board) and indicates the status of the IWB.



Extinguished:	No power to the IWB, check the USB cable connections.
Solid Green:	IWB has power and is fully functional.
Flashing Green:	IWB has power but Smart Board software is either not installed or isn't running.
Solid Red:	IWB has power but is not communicating with the PC. First check connection to PC and Input Source and then reboot the PC and IWB.
Amber:	IWB is in a problem state, place a call with DET Help Desk 1800 338 483.

Smart Board Software

Ensure that the drivers and application for the Smart Board have been installed on the Interactive Classroom PC. If required they can be downloaded from: https://detwww.det.nsw.edu.au/it/ictservicedesk/connected_classrooms/index.htm.

Using the IWB (Smart Board) in an Connected Classroom

Calibrate Smart Board

Although a default calibration (orientation) is automatically assigned to the Smart Board, it is recommended that you complete the calibration process to ensure the greatest level of tracking precision. You may also want to recalibrate on occasion, especially if the projected image becomes misaligned.

1. Press and hold down **both the Keyboard and Right Mouse** buttons on the pen tray at the same time.
2. The Calibration (orientation) screen appears on the IWB. There are nine calibration points on the screen that require pressing to complete the process.
3. Press firmly in the small **yellow square** in the centre of **each** red cross that appears on the calibration screen .

   - Continue pressing the centre of each red cross until all nine points have been calibrated. The Calibration screen is no longer displayed.

Note:
If you neglect to do this, the SMART Board driver will not track your finger or Pen Tray tool correctly.

Caring for the IWB

- DO NOT use sharp writing instruments such as ballpoint or fine-pointed pens as these can damage the surface.
- DO NOT use abrasive erasers or cleaning materials.
- DO NOT use ink pens on the board surface, the board is designed to be used with the supplied stylus / pens only.
- Clean your interactive whiteboard and pen tray frequently using a standard whiteboard cleaner or Windex glass cleaner. Note: Ensure you have shut down your computer before you start this ensures that you don't scramble the desktop icons or activate applications when you touch the screen.
- To remove permanent marker ink stains, use a whiteboard marker. To do this, cover the permanent ink with the dry-erase ink and wipe with a soft cloth while the ink is still wet. If any trace of the ink remains, use standard Windex glass cleaner or whiteboard cleaner to clean the area.

Using a Pen Tray Stylus

- To write over top of the PC image on IWB, just pick up one of the four coloured **Styluses** from the Pen Tray and write on the active board.
- To write in a different colour, place the stylus back in its slot and select another.
- The colour recognition comes from the slots in the Pen Tray rather than the styluses themselves. You must ensure that each stylus is returned to its proper slot (the slot with the corresponding colour) when you finish using it.

Note:

- The SMART Board tools must be running to use the Pen Tray styluses and eraser. Ensure that the Smart Board icon appears in the system tray, otherwise double click **Smart Board Tools** icon on desktop.

- The above process is **NOT** required when using Activstudio as the application has it's own built-in writing functionality.

Activstudio (Lesson Creation software)

Activstudio – is a lesson creation application which helps you create excellent Activboard lessons.
Double click on the Activstudio icon (PC desktop) to open the application.
For information relating to use of Activstudio please refer to the Activstudio documentation available online from the following link: https://detwww.det.nsw.edu.au/it/ictservicedesk/connected_classrooms/index.htm.

8.8 Video Conference - Sending & Receiving PC Content

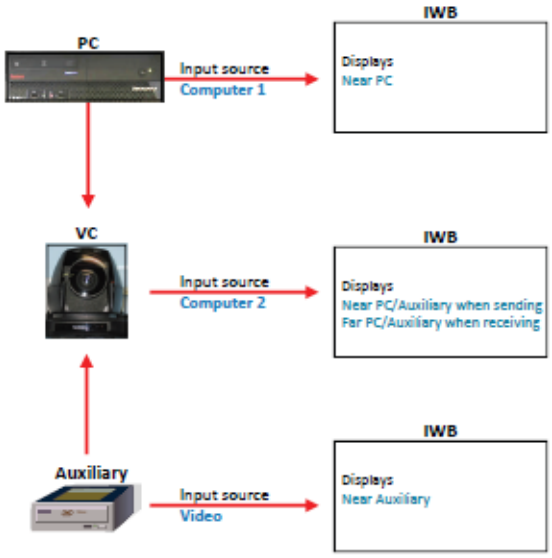
Note: Bridgit is the correct tool to use for PC Content sharing within the Connected Classroom; the following process should only be used as a fallback if Bridgit is not available or the remote site cannot access Bridgit – e.g. external sites, universities, museums etc

STANDARD SYSTEM SETTINGS & CONFIGURATION

Using the following settings enables you to **send or receive** PC content via a Video Conference. Although participants are able to view the PC image and content during the video conference, the interactive functionality for data collaboration and content sharing is **not available.**

Note: In order to carry out data collaboration and content sharing you should use the Bridgit Client software application.

INPUT SOURCE



Data Projector Input Source (Sanyo Remote) :

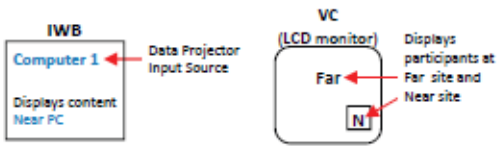
- Computer 1
  - Displays **Near PC.**
- Computer 2
  - Displays **Far PC** when receiving content via VC.
  - Displays **Near VC** when not receiving content via VC, and **Near PC** when sending content via VC.
- Video
  - Displays **Near Auxiliary** content whether sending or not sending content.

Terminology :
Far or F - Remote Site
Near or N - Local Site
IWB - Interactive Whiteboard
VC - Video Conference

PRESENTER CONNECTED CLASSROOM → PARTICIPANT CONNECTED CLASSROOM

Sending PC Content

VC Equipment - Tandberg



To start **Sending** PC content to participants in a VC:

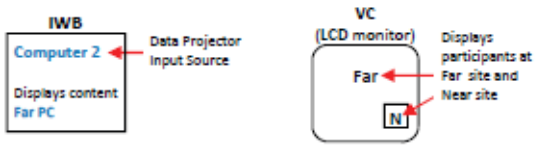
- Press the **Presentation** button on Tandberg Remote (TRC4).

To **Stop Sending** PC content to participants in a VC:

- Press the **Presentation** button on Tandberg Remote (TRC4).

Receiving PC Content

VC Equipment - Tandberg



To **Receive** PC content being **sent** by the Presenter:

- Press the **Computer** button on the Data Projector's **Remote** control (Sanyo) to select **Computer 2.**

To return to **normal** (Near PC) when Presenter **stops** sending PC content :

- Press the **Computer** button on the Data Projector's **Remote** control (Sanyo) to select **Computer 1.**

Note: Once the Presenter **stops** sending content and the input source remains on **Computer 2** the **Near VC** displays on your IWB. You must **change** the input source back to **Computer 1** to view the contents of the Near PC.

Note:

- The data projector will retain the last input source used when turned off. You may need to reselect the appropriate input source that you require before commencing the next session.
- A "no signal" message displayed on a blue screen denotes that the PC/Auxiliary is not switched on or that an incorrect source has been selected.
- Ensure that the **Input I** is illuminated on the KVM switch to use the desktop PC (located in the equipment cabinet).

TYPES OF VC EQUIPMENT:

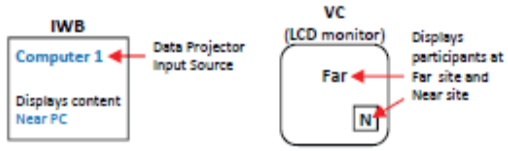
There are two types of VC equipment being installed across DET sites (Tandberg or Polycom). The VC equipment in your classroom will therefore consist of either a connected classroom (Tandberg) or other VC facilities (Tandberg or Polycom).

- Depending on the VC equipment in your classroom **please select one of the following options outlined below.**

Note: In order to carry out data collaboration and sharing PC content you should continue to use Bridgit Client software application.

PRESENTER — CONNECTED CLASSROOM → PARTICIPANT — VIDEO CONFERENCE

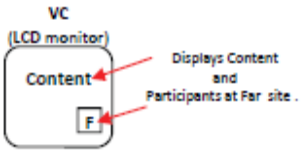
Sending PC Content
VC Equipment - Tandberg



Using the Tandberg Remote (TRC4):

- To send PC content press the **Presentation** button.
- To **Stop** sending PC content press the **Presentation** button.

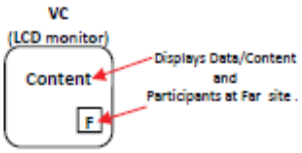
Receiving PC Content
VC Equipment - Polycom or Tandberg



- When receiving data it will automatically appear on the LCD monitor.

PRESENTER — VIDEO CONFERENCE → PARTICIPANT — CONNECTED CLASSROOM

Sending PC Content
VC Equipment - Polycom or Tandberg



Using the Tandberg Remote (TRC4):

- To send PC content press the **Presentation** button.
- To **Stop** sending PC content press the **Presentation** button.

Polycom:

i. **Visual Concert VSX Device:**
   - Press the **Start** button to **Send** PC content.
   - Press the **Stop** button to **Stop sending** PC content.

   OR
   - **Using Remote:** Press **Graphics** button to **Send** PC content. Press **Graphics** button again to **Stop** sending PC content.

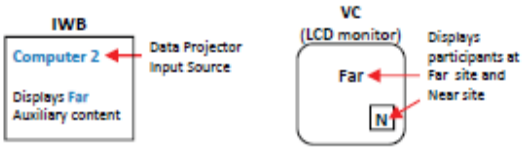
ii. **People + Content IP Application:**
   - Click the **Start** button to **Send** PC content.
   - Click the **Stop** button to **Stop** sending PC content.

Start

Stop

Graphics

Receiving PC Content
VC Equipment - Tandberg



To Receive PC content being sent by Presenter:

- Press **Computer** button on Sanyo Remote to select **Computer 2.**

To display the Near PC when Presenter **stops** sending data/content :

- Press the **Computer** button on the Data Projector's **Remote** control (Sanyo) to select **Computer 1** (Near PC).

8.9 Video Conference – Auxiliary Equipment

AUXILIARY EQUIPMENT EG DVD, VHS, DOCUMENT CAMERA, ETC

Using the following settings enables you to **send or receive** content from auxiliary equipment (eg DVD, document camera) via a Video Conference.

Note: This functionality is only available for sites setup as a Connected Classroom.

Data Projector Input Source (Sanyo Remote) :

- Video - displays Near Auxiliary content whether sending or not sending content.
- Computer 2 - displays Far Auxiliary content when receiving content.

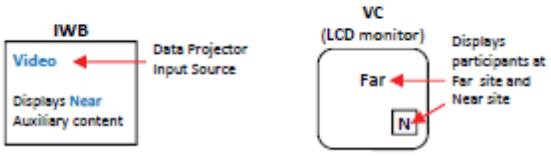
Note:

- When you need to change the input source from Video back to either Computer 1 or 2 you may lose the **Pic-In-Pic** view on the LCD monitor (VC).
- To restore the **Pic-in-Pic** view on LCD monitor (VC) press the Layout button on the Tandberg Remote.

Terminology :
Far or F - Remote Site
Near or N - Local Site
IWB - Interactive Whiteboard
VC - Video Conference

PRESENTER CONNECTED CLASSROOM → **PARTICIPANT CONNECTED CLASSROOM**

Sending Auxiliary Content
VC Equipment - Tandberg



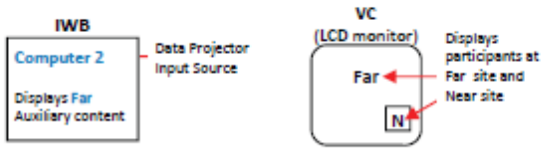
To Send Auxiliary data/content to VC sites:

- Press Video button on Sanyo Remote
- Press the DVD button on **Tandberg Remote** (TRC4)

To Stop sending Auxiliary content:

- Press the Computer button on the Data Projector's **Remote** control (Sanyo) to select Computer 1 (Near PC).

Receiving Auxiliary Content
VC Equipment - Tandberg



To Receive Auxiliary data/content being sent by Presenter:

- Press Computer button on Sanyo Remote to select Computer 2.

To display the Near PC when Presenter stops sending data/content :

- Press the **Computer** button on the Data Projector's **Remote** control (Sanyo) to select Computer 1 (Near PC).

8.10 Video Conference – Record and/or Download VC

Record and/or Download a Video Conference (VC)

Please Note:
The process for recording and/or downloading a VC is currently being reviewed and upgraded with minimal changes. The following instructions (see below) will still apply until the end of Term 4, 2008. This fact sheet will be updated and available on the Connected Classroom Project website from the beginning of Term 1, 2009.

Recording a VC:

1. Press the **Call** button on the remote control.
2. The **Call** menu displays on your LCD monitor screen.
3. Enter the number **99** followed by the VC number you want to dial (eg 99502011).
4. Press the **Call** button to start dialling.

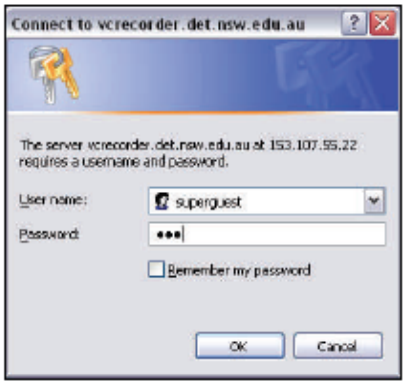
   When connected to the meeting room you will briefly see 'ipvcr1' at the bottom of the screen.
   This indicates that the recording is active.
5. Press the **End** button to end the call.

Note: It is important that only one person performs this function (usually the meeting organiser). Recording will cease when the person initiating the recording hangs up.

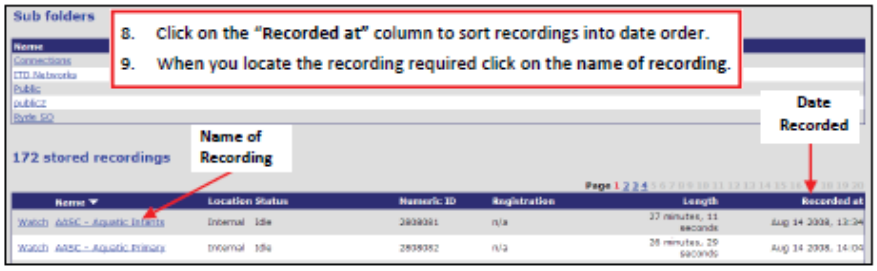
Downloading and Saving VC Recording:

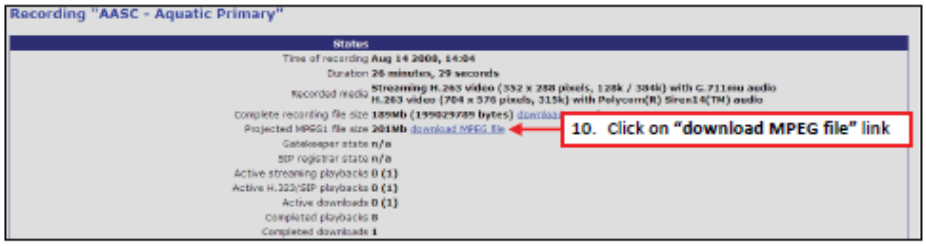
1. Open your Internet web browser.
2. Type the following URL: http://vcrecorder.det.ndsw.edu.au, and then press the **Enter** key.

5. Displays log on screen:
   - Enter User name: **superguest**
   - Enter Password: **123**



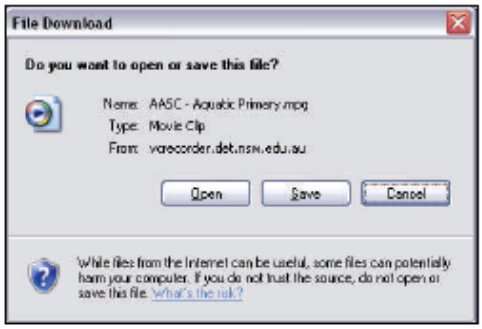
6. Click the **OK** button


Sub folders
8. Click on the "Recorded at" column to sort recordings into date order.
9. When you locate the recording required click on the name of recording.
Date Recorded
Name of Recording
172 stored recordings



11. Displays File Download dialog box:
    - Click **Save** button.

12. Displays Save dialog box:
    - If required select the folder and/or drive for the file location.
    - Click the **Save** button.


File Download
Do you want to open or save this file?
Name: AASC - Aquatic Primary.mpg
Type: Movie Clip
From: vcrecorder.det.nsw.edu.au
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Viewing a Saved VC Recording:

1. Open Windows Explorer.
2. Navigate and open folder which contains the saved VC file.
3. **Double** click on the filename.
4. Opens Windows Media player in a new window (depending of size file it may take a while to load).
5. Click the **Play** button.

8.11 Connecting a Guest Personal Computer/Notebook

Connecting a Guest Personal Computer/Notebook in a Interactive Classroom

The Interactive Classroom's equipment is setup so that you can connect a guest personal computer (PC) or notebook for use on the Interactive Whiteboard (IWB) or in a video conference. To correctly use all the features with the guest computer there are a number of steps that need to be followed to complete the setup.

What you need to check and/or do before commencing:

1. Ensure that the drivers and software application for the specific IWB (eg Panaboard), have been installed on guest PC. These can be downloaded from: https://detwww.det.nsw.edu.au/it/ictservicedesk/connected_classrooms/index.htm
2. Ensure you have the following cables (refer to Cables section below for more details):
   - A VGA cable
   - USB cable
   - Network cable (for network access)
3. Activstudio - Lesson Creation software (if required). Refer to the following link for instructions to download and install. https://detwww.det.nsw.edu.au/media/downloads/intranet/lists/directoratesaz/ccp/aboutccp/icp/activstudio2.pdf
   - USB Activhub (dongle) - allows full functionality of Activstudio.

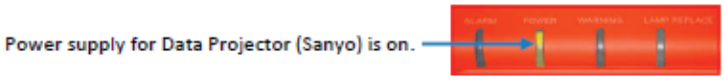
Cables:

A VGA cable and a USB cable from the guest PC (IWB) needs to be connected to the user input panel. If network access is required, you will also need a network cable (if not using a wireless connection) from the guest PC to the HP Switch. The three cables are not supplied as part of the standard interactive classroom equipment and will need to be obtained through your normal supply source.

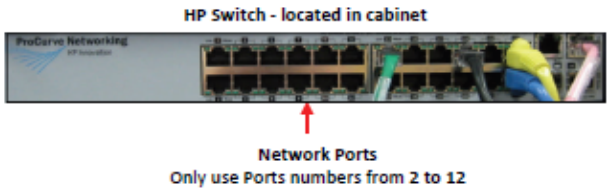
Connecting a Guest Personal Computer or Notebook:

The following steps are required for connecting the guest PC/Notebook and displaying the PC image on the IWB:

1. Ensure that the desktop PC (Lenovo/IBM) and the Data Projector (Sanyo) are both powered on and the data projector is displaying the desktop PC image (Computer 1 input source is selected).



2. Connect the guest PC/Notebook to the "Guest PC VGA" port on the User Input panel (located in cabinet). If you require network access insert the network cable from guest PC/Notebook into one of the available ports on the HP switch.



5. Check that the KVM switch light is on Input I. If the light is on Input II press the Select button to change to Input I.

Important Note:
The KVM switch light must be set on Input I before proceeding to the next step, otherwise the system will not operate correctly at the end of this process.

6. Output the guest PC/Notebook display by pressing the Fn key and the relevant Function key (Fn + F*). The screen may flash or go blank at this point (Note: Various Notebooks have different ways of setting VGA output).
On Apple computer go to "Apple > System Preferences > Displays >Detect Displays."

7. Press the Select button on the KVM switch so Input II is lighting up. The image from the guest PC/Notebook should now be displaying on the IWB.

8. Press the Auto PC button on the Data Projector Remote (Sanyo) to set image pixel width and height correctly.

Screen Resolution:

The correct screen resolution for the data projector is 1024x786 High (32 bit) color, 60 HZ, for it to display onto the IWB correctly. It may not correctly fill the screen until the Auto PC button on the Data Projector Remote (Sanyo) is pressed.

Whiteboard Interactivity and Audio

To make the IWB interactive with the guest PC/Notebook and also enable the audio from the computer it requires a USB cable to be connected from the USB port on the guest PC/Notebook to the IWB USB port on the User Input Panel.

Once connected, the computer will automatically setup the standard drivers for the USB port, audio, mouse and keyboard. Windows XP and Vista has standard drivers built in which are automatically detected and installed when the computer is connected. Note: It may take a few minutes for the installation to complete.

To use the interactivity tools and extra features of the IWB you must also install the drivers and software application for the specific IWB (eg Panaboard).

These can be downloaded from: https://detwww.det.nsw.edu.au/it/ictservicedesk/connected_classrooms/index.htm.

Use of the Activstudio (Promethean) Software

If you wish to use Activstudio application (lesson creation software) on the guest PC/Notebook, then you'll need to have it installed.

Once installed a USB Activhub (dongle) is also required to be plugged into a USB port on the guest laptop/PC before turning on in order to allow the full functionality of Activstudio.

9 BASIC TROUBLESHOOTING

9.1 VC system

a) Problem – Audio not present (can't hear remote site)

- Solution 1 – Ensure power to the LCD monitor is on and the volume is turned up on both the LCD to 50 and the Tandberg codec.
- Solution 2 – Ensure the mute function on the LCD has not been enabled
- Solution 3 – Ensure that the Microphones at the remote site are turned on
- Solution 4 – Hang up then retry the call.
- Solution 5 – Ensure that remote site is not on mute.

b) Problem – Video not present (no image on LCD screen)

- Solution 1 – Ensure all devices are powered at both ends including the cameras and codec
- Solution 2 – Ensure the LCD input is correct – i.e. AV1 is selected
- Solution 3 – Ensure the remote site is sending correct video i.e. if sending "DVD" is the DVD player on? Normal operation is front (camera button) or rear (Aux button) camera.
- Solution 4 – Use the arrows on the VC remote to adjust the view position.
- Solution 5 – Hang up then retry the call.

Note: If the Far End site accidentally selects an incorrect video source for your End (Near End). The message "VCR not connected" displays on screen. Press the Camera or Aux button on Tandberg Remote at Near Site to correct problem.

c) Problem – Other video conferencing issues (No Signal, Camera connection)

- Solution 1 – Reboot the Tandberg (Codec) device.
  Reach under the Tandberg device on the right hand side until you feel the switch and then switch it off. Leave the device powered off for approximately 30 seconds and then turn back on.

9.2 T4L Classroom computer

a) Problem – No audio and or control of IWB

- Solution 1 – Ensure that Input I is selected on the KVM switch
- Solution 2 – Ensure the IWB/Smart speakers are turned on and volume is adjusted up (green power light next to volume dial will confirm power is on)
- Solution 3 – Check volume control on the computer is not muted and volume adjusted up
- Solution 4 – Restart the computer

b) Problem – No response from wireless keyboard or mouse

- Solution 1 – Reconnect wireless keyboard and mouse – procedure is located on the underside of keyboard.

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- Solution 2 – Replace the battery in the device
- Solution 3 – Restart the computer

9.3 IWB - Panaboard

a) Problem – Pen movements not recognised

- Solution 1 – Check that the board is switched on
- Solution 2 – Try replacing the battery in the pen.
- Solution 3 – Perform the calibration
- Solution 4 – Restart the computer
- Solution 5 – If problem only occurs when using guest PC:
  - The USB cable maybe too long. Use a "USB extender cable" to provide up to 5m cable length
  - Have the correct drivers for the IWB been installed upon the guest PC?

9.4 IWB - SmartBoard

a) Problem – Pen movements not recognised

- Solution 1 – Calibrate the board
- Solution 2 – Restart the computer
- Solution 3 – If problem only occurs when using guest PC:
  - The USB cable maybe too long. Use a "USB extender cable" to provide up to 5m cable length
  - Have the correct drivers for the IWB been installed upon the guest PC?

9.5 Troubleshooting escalation.

a) School IT support

- DET Support number – 1800 338 483

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